



**PAUL HIGA**  
Acting Chief Probation Officer

**COUNTY OF LOS ANGELES**  
**PROBATION DEPARTMENT**  
9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242  
(562) 940-2513



February 24, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF CONTRACT TO PROVIDE CLERICAL SERVICES FOR THE  
PROBATION DEPARTMENT AT BARRY J. NIDORF JUVENILE HALL  
(FIFTH SUPERVISORIAL DISTRICT) (3 VOTE)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the clerical services provided under the proposed contract can be more economically performed by the contractor rather than by County employees.
2. Approve the attached contract with Simpson & Simpson Business and Personnel Services (Simpson & Simpson), for the provision of clerical services for the Probation Department at an estimated annual amount of \$486,000 for the period of April 13, 2005 through April 12, 2006, with an option to renew for four (4) additional 12-month periods.
3. Instruct the Chair, Board of Supervisors, to sign the attached contract.
4. Delegate authority to the Chief Probation Officer to extend the contract term for (4) four additional 12-month periods, upon approval as to form by County Counsel.

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5. Delegate authority to the Chief Probation Officer to execute contract modifications not exceeding 10% of the contract price and/or 180 days to the period of performance pursuant to the terms contained therein, upon approval as to form by County Counsel.

**PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTIONS:**

The purpose of the recommended actions is to obtain approval of a contract (Attachment I) with Simpson & Simpson, for clerical services for the Probation Department at Barry J. Nidorf Juvenile Hall.

The Probation Department has utilized contracted clerical services since 1987. The current contract is scheduled to expire on April 12, 2005. Approval of this contract will enable the Probation Department to continue receiving clerical services at Barry J. Nidorf Juvenile Hall. A competitive solicitation process was conducted and Simpson & Simpson was the highest-ranking proposer and submitted the lowest evaluated price.

**Implementation of Strategic Plan Goals**

The recommended actions are consistent with the Countywide Strategic Plan, Organizational Goal #2, Workforce Excellence, Organizational Goal #3, Organizational Effectiveness and Organizational Goal #4, Fiscal Responsibility. Implementation of the recommendations will enable the Probation Department to continue receiving high quality, efficient clerical services.

**FINANCIAL IMPACT/FINANCING:**

Attachment II compares the cost of contract services with the costs the County would incur if the clerical services were to be provided by County employees. The annual savings to the County is estimated at \$362,059. Because the annual number of hours to be provided cannot be projected with certainty given fluctuations in juvenile hall population changes and other Departmental needs, the actual contract savings may be more or less than estimated. Attachment III shows the benefits available to contract employees. Attachment IV provides the process used for contracting with community business enterprises.

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Adequate funds are provided in the FY 2004/05 budget and are requested in the Fiscal Year 2005/06 budget for Probation to finance the contract payments. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

Since 1987, Probation has contracted for clerical services at Barry J. Nidorf Juvenile Hall. Probation has a need to continue utilizing these services at its designated work location. The scope of work for this contract includes providing clerical services at Barry J. Nidorf Juvenile Hall.

The contract is authorized by the Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). The Department has complied with all requirements for contracting with private businesses under Los Angeles County Code Chapter 2.121. The awarded contract must provide all services at less than County cost.

The Department evaluated and determined that the Living Wage Ordinance applies to the recommended contract. The contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code, Chapter, 2.201).

In accordance with the Department of Human Resources memorandum dated November 16, 1995, the contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contract and during the life of the contract. The contract also contains County requirements regarding the hiring of participants in the GAIN/GROW program.

The contract includes all County requirements, including, non-responsibility and debarment, and the provisions of paid jury service time for their employees.

Probation will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, and/or contract term.

County Counsel has approved the contract as to form.

**CONTRACTING PROCESS:**

To solicit for these services, a competitive Request for Proposals (RFP) process was utilized. Through the solicitation and competitive negotiation process, approximately eighty-five (85) letters were sent to service providers. Advertisements were run in the Los Angeles Times, Eastern Group Publications and the Los Angeles Sentinel. The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department website (Attachment V). As a result, twenty-two (22) potential providers requested copies of the RFP, eleven (11) potential providers attended the mandatory bidder's conference, and three (3) proposals were received.

An evaluation committee was formed to evaluate proposals submitted in response to the RFP. The evaluation committee, consisting of Probation staff, evaluated a total of three (3) proposals received on December 10, 2004 as a result of the RFP issued on October 29, 2004. The proposals were evaluated using an initial screening "pass/fail" process which was consistent with the Selection Process and Evaluation Criteria set forth in the RFP.

The proposals submitted by Simpson & Simpson Business and Personnel Services (Simpson & Simpson), Professional Staffing, and Helpmates Staffing Services (Helpmates) passed the initial screening. They were rated and scored by the evaluation committee using a point system that covered: 1) proposer's qualifications, 2) approach to providing required services, 3) quality control plan, and 4) cost proposal.

The proposal from Simpson & Simpson had the lowest cost per hour, was rated the most responsive to Probation needs, and received the highest overall score. Simpson & Simpson holds the current contract and has provided very good services to the Department. Simpson & Simpson made a firm commitment to comply with all RFP requirements.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

This contract will continue the current level of services.

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It is requested that the Executive Officer, Board of Supervisor, forward a copy of the executed contract to:

Probation Department  
9150 E. Imperial Hwy., Rm. A66  
Downey, CA 90242  
Attention: Yolanda Young  
Contracts & Grants Mgmt. Division

Simpson & Simpson  
Business and Personnel Services  
3600 Wilshire Boulevard, Suite 1710  
Los Angeles, CA. 90010  
Attention: Carl P. Simpson

Respectfully submitted,

PAUL HIGA  
Acting Chief Probation Officer

PH:mc

Attachments (5)

L:\CONTRCT\Martin folders\Clerical\Barry J Nidorf 04 RFP\Board Letter.DOC

c: Chief Administrative Officer  
County Counsel



**CONTRACT**

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**SIMPSON & SIMPSON**  
**BUSINESS AND PERSONNEL SERVICES**

**FOR**

**CLERICAL SERVICES FOR THE**  
**LOS ANGELES COUNTY PROBATION DEPARTMENT**  
**AT BARRY J. NIDORF JUVENILE HALL**

April 13, 2005 – April 12, 2006

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**CONTRACT BETWEEN  
COUNTY OF LOS ANGELES  
AND  
SIMPSON & SIMPSON BUSINESS AND PERSONNEL SERVICES  
FOR  
CLERICAL SERVICES FOR THE COUNTY OF LOS ANGELES  
PROBATION DEPARTMENT AT BARRY J. NIDORF JUVENILE HALL**

This Contract and Exhibits made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2005 by and between the County of Los Angeles, a body politic, hereinafter referred to as County and Simpson & Simpson Business and Personnel Services hereinafter referred to as Contractor. Contractor is located at 3600 Wilshire Boulevard, Suite 1710, Los Angeles, California 90010.

**RECITALS**

**WHEREAS**, the Los Angeles County Probation Department has a continuing need for clerical services to keep records on minors processed through Barry J. Nidorf Juvenile Hall; and

**WHEREAS**, COUNTY may contract with private business for such service if certain requirements are met pursuant to Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121; and

**WHEREAS**, CONTRACTOR is duly qualified to engage in the business of providing the required services as set forth hereunder and warrants that it possesses the competence, expertise and personnel necessary to provide such services; and

**WHEREAS**, based on competitive negotiations under Los Angeles County Code Chapter 2.121, the Chief Probation Officer has selected for recommendation to the Board of Supervisors the CONTRACTOR, which has proposed and desires to provide long-term clerical services to COUNTY; and

**WHEREAS**, the Board of Supervisors has found it is cost effective to contract for the services contemplated by this contract.

**NOW THEREFORE**, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

## **1.0 APPLICABLE DOCUMENTS**

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, and M are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

### **Standard Exhibits:**

- 1.1 EXHIBIT A - Statement of Work
- 1.2 EXHIBIT B - Pricing Schedule
- 1.3 EXHIBIT C - Contractor's Proposed Schedule
- 1.4 EXHIBIT D - Contractor's EEO Certification
- 1.5 EXHIBIT E - Forms Required at the Time of Contract Execution
- 1.6 EXHIBIT E1- Employee's Acknowledgment of Employer
- 1.7 EXHIBIT F - Jury Service Ordinance
- 1.8 EXHIBIT G - Safely Surrendered Baby Law
- 1.9 EXHIBIT H - Confidentiality of CORI Information
- 1.10 EXHIBIT I - Notice to Employer Regarding the Federal Earned Income Credit

### **Unique Exhibits:**

#### ***Prop A - Living Wage Program***

- 1.11 *EXHIBIT J - Living Wage Ordinance*
- 1.12 *EXHIBIT K - Monthly Certification for Applicable Health Benefit Payments*
- 1.13 *EXHIBIT L - Payroll Statement of Compliance*
- 1.14 EXHIBIT M – Performance Requirements Summary

This Contract, the Exhibits and the Contractor's proposal incorporated herein by reference, dated December 10, 2004 hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to Sub-paragraph 8.4 - Change Notices and Amendments and signed by both parties.

## **2.0 DEFINITIONS**

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 Contract:** Agreement executed between County and Contractor. It sets forth the terms and conditions for the issuance and performance of the Statement of Work, Exhibit A.
- 2.2 Contractor:** The sole proprietor, partnership, or corporation that has entered into a contract with the County to perform or execute the work covered by the Statement of Work.
- 2.3 Contractor Project Director:** The individual designated by the Contractor to administer the Contract operations after the Contract award.
- 2.4 County Contract Monitor:** Person with the responsibility of monitoring the contract and the contractor. Responsible for providing reports to County Contract Manager and County Program Manager.
- 2.5 County Contract Manager:** Person designated by County with authority for County on contractual or administrative matters relating to this Contract.
- 2.6 Day(s):** Calendar day(s) unless otherwise specified.

- 2.7 Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.

### **3.0 WORK**

- 3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in the *Statement of Work, Exhibit A*.
- 3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

### **4.0 TERM OF CONTRACT**

- 4.1 The term of this contract shall commence April 13, 2005 through April 12, 2006. Contingent upon available funding, it may be extended by the Chief Probation Officer upon mutual agreement for four (4) additional twelve (12) month periods.
- 4.2 Contingent upon available funding, the term of the contract may also be extended beyond the stated expiration date on a month-to-month basis, for a period of time not to exceed six (6) months, upon the written request of the Chief Probation Officer and the written concurrence of CONTRACTOR. All terms of the contract in effect at the time of extending the term shall remain in effect for the duration of the extension. Compensation for work performed during the extension period will be prorated on a monthly basis where applicable, and on a daily basis for periods of time less than a month.

### **5.0 CONTRACT SUM**

- 5.1 The contract fee under the terms of this contract shall be the total monetary amount payable by COUNTY to the CONTRACTOR for supplying all services specified under this contract. The total sum, inclusive of all applicable taxes shall not exceed \$486,000 as long

as the total annual number of hours does not exceed 34,416, If the total annual number of hours does exceed 34,416, payment shall continue to be made at the agreed upon per hour rates. (See Exhibit B). Notwithstanding said limitation of funds, CONTRACTOR agrees to satisfactorily perform and complete all work specified herein.

- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 Contractor shall maintain a system of record keeping that will allow Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, Contractor shall send written notification to Probation Department at the address herein provided.
- 5.4 No Payment for Services Provided Following Expiration/ Termination of Contract**

Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Contract. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This

provision shall survive the expiration or other termination of this Contract.

## **5.5 Invoices and Payments**

5.5.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in *Exhibit A - Statement of Work* and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in *Exhibit B - Pricing Schedule*, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.

5.5.2 The Contractor's invoices shall be priced in accordance with *Exhibit B - Pricing Schedule*.

5.5.3 The Contractor's invoices shall contain the information set forth in *Exhibit A - Statement of Work* describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

5.5.4 The Contractor shall submit the monthly invoices to the County by the 15<sup>th</sup> calendar day of the month following the month of service.

5.5.5 All invoices under this Contract shall be submitted in two (2) copies to the following address:

Barry J. Nidorf Juvenile Hall

16350 Filbert Street

Sylmar, CA. 91342

ATTN: Juan Peinado/ Portland Holmes

5.5.6 **County Approval of Invoices.** All invoices submitted by the Contractor for payment must have the written approval of the County's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld, and in no instance will such approval take more than two (2) weeks from receipt of properly prepared invoices by the County.

**5.6 Cost of Living Adjustments (COLA's)**

The contract hourly amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Administrative Office as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no cost of living adjustments will be granted.

**6.0 ADMINISTRATION OF CONTRACT - COUNTY**

**COUNTY ADMINISTRATION**

A listing of all County Administration referenced in the following Sub-paragraphs shall be designated at time of contract execution. The County shall notify the Contractor in writing of any change in the names or addresses.

**6.1 County's Contract Manager**

Responsibilities of the County's Contract Manager include:



- ensuring that the objectives of this Contract are met;
- making changes in the terms and conditions of this Contract in accordance with Sub-paragraph 8.4, Change Notices and Amendments; and
- providing direction to Contractor in the areas relating to County policy, information requirements, and procedural requirements.
- meeting with Contractor's Project Director on a regular basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of Contractor;
- overseeing the day-to-day administration of this Contract.

The County's Contract Manager is not authorized to make any changes in any of the terms and conditions of this Contract and is not authorized to further obligate County in any respect whatsoever.

## **6.2 County's Contract Monitor**

The County's Contract Monitor is responsible for the monitoring of the contract and the contractor, also for providing reports to County Contract Manager and County Program Manager.

# **7.0 ADMINISTRATION OF CONTRACT - CONTRACTOR**

## **7.1 CONTRACTOR PROJECT DIRECTOR**

The CONTRACTOR shall provide its own full time officer or employee as on-site Project Director. The CONTRACTOR'S Project Director for this contract is Kelly Simpson-Cook. The Project Director or an approved alternate shall be assigned on site when most services are provided and be available by telephone or pager for telephone contact between the hours of 8:00 a.m. and 5:00 p.m., Monday through Sunday, including all County holidays. The Project Director shall provide overall management and coordination of this contract and shall act as the central point of contact with the Probation Department.

- 7.1.1 When contract work is being performed at times other than described above, or when the Project Director cannot be present and with prior approval of the Contract Manager, an equally responsible individual shall be designated to act for the Project Director.
- 7.1.2 The Project Director shall have full authority to act for the CONTRACTOR on all matters relating to the daily operation of this contract.
- 7.1.3 The Project Director shall be available during normal weekday work hours, 8:00 a.m. to 5:00 p.m., to meet with COUNTY personnel designated by the COUNTY to discuss problem areas.
- 7.1.4 The Project Director must have a minimum of three (3) years demonstrated previous experience within the last three (3) years providing the contracted services.
- 7.1.5 The Project Director and alternate(s) must be able to read, write, speak, and understand English.

COUNTY shall have the right to review the qualifications and approve the Project Director and any replacement recommended by CONTRACTOR.

## **7.2 Approval of Contractor's Staff**

County has the absolute right to approve or disapprove all of Contractor's staff performing work hereunder and any proposed changes in Contractor's staff, including, but not limited to, Contractor's Project Director.

### **7.2.1 Other Contractor Personnel**

- 7.2.1.1 The CONTRACTOR shall be responsible for providing qualified staff to fulfill the contracted services.
- 7.2.1.2 The CONTRACTOR shall ensure that by the first day of employment, all persons working on this

contract shall have signed an acknowledgement form regarding confidentiality that meets the standards of the Probation Department for COUNTY employees having access to confidential criminal offender record information (CORI). CONTRACTOR shall retain the original CORI form and forward a copy to COUNTY Contract Manager within five (5) business days of start of employment. (Refer to Exhibit J, Confidentiality of CORI).

**7.2.2 Contractor Employee Acceptability**

The COUNTY reserves the right to preclude the CONTRACTOR from employment or continued employment of any individual. The CONTRACTOR shall be responsible for removing and replacing any employee within twenty-four (24) hours when requested to do so by the COUNTY Contract Manager.

**7.3 Contractor's Staff Identification**

7.3.1 Contractor shall provide all staff assigned to this Contract with a photo identification badge in accordance with County specifications. Specifications may change at the discretion of the County and Contractor will be provided new specifications as required. The format and content of the badge is subject to the County's approval prior to the Contractor implementing the use of the badge. Contractor staff, while on duty or when entering a County facility or its grounds, shall prominently display the photo identification badge on the upper part of the body.

7.3.2 Contractor shall notify the County within one business day when staff is terminated from working on this Contract. Contractor is responsible to retrieve and immediately destroy

the staff's County photo identification badge at the time of removal from the County Contract.

- 7.3.3 If County requests the removal of Contractor's staff, Contractor is responsible to retrieve and immediately destroy the Contractor's staff's County photo identification badge at the time of removal from working on the Contract.

#### **7.4 Background and Security Investigations**

CONTRACTOR shall be responsible for the ongoing implementation and monitoring of sub-sections 7.4.1 through 7.4.7. On at least a quarterly basis, CONTRACTOR shall report, in writing, monitoring results to COUNTY, indicating compliance or problem areas. Elements of monitoring report shall receive prior written approval from COUNTY.

- 7.4.1 No personnel employed by the CONTRACTOR for this program having access to probation information or records shall have a criminal conviction record or pending criminal trial unless such information has been fully disclosed and employment of the employee for this program is approved (in writing) by the Probation Department.

- 7.4.2 The COUNTY reserves the right to conduct a background investigation of CONTRACTOR'S prospective employees prior to employment and further reserves the right to conduct a background investigation of CONTRACTOR'S employees at any time and to bar such employees from working on the contract under appropriate circumstances.

- 7.4.3 The COUNTY reserves the right to preclude the CONTRACTOR from employment or continued employment of any individual for this contract service.

- 7.4.4 No personnel employed by the CONTRACTOR for this project shall be on active probation or parole currently or within the last three (3) years.

- 7.4.5 CONTRACTOR and employees of the CONTRACTOR shall be under a continuing obligation to disclose any prior or subsequent criminal conviction record or any pending criminal trial to the Probation Department.
- 7.4.6 The CONTRACTOR shall submit the names of employees to the Contract Manager within five (5) business days of the date of hire. The COUNTY will schedule appointments to conduct background investigation/record checks based on fingerprints of CONTRACTOR'S employees, and further reserves the right to conduct a background investigation of CONTRACTOR'S employees at any time.
- 7.4.7 Because COUNTY is charged by the State for checking the criminal records of CONTRACTOR'S employee; COUNTY will bill CONTRACTOR to recover expense. The current amount is \$32.00 per record check which is subject to change by the State.

## **7.5 Confidentiality**

The CONTRACTOR shall be responsible for safeguarding all Probation information provided for use by the CONTRACTOR.

- 7.5.1 The CONTRACTOR shall maintain the confidentiality of all records obtained from the COUNTY under this contract in accordance with all applicable federal, State, or local laws, ordinances, regulations, and directives relating to confidentiality.

The CONTRACTOR shall inform all of its officers, employees, agents, and subcontractors providing services hereunder of the confidentiality provisions of this contract. The CONTRACTOR shall cause each employee performing services covered by this contract to sign and adhere to the "Employee Acknowledgment of Employer", Exhibit E1.

7.5.2 Confidentiality of Juvenile Records

By State law (California Welfare and Institutions Code § 827 and 828, and Penal Code § 1203.05, and 1203.09 and 11140 through 11144) all juvenile records and Probation case information which is in the CONTRACTOR'S care and possession is confidential and no information related to anyone except those authorized employees of the Los Angeles County Probation Department and law enforcement agencies.

7.5.3 Employees of CONTRACTOR shall be given copies of all cited code sections, and a form to sign (Refer to Exhibit J) regarding confidentiality of the information in the juvenile records. Copies of the form are to be sent to Contract Manager within five (5) business days of start of employment.

7.5.4 Violations: CONTRACTOR agrees to inform all of its employees, agents, subcontractors, and partners of the above provision and that any person knowingly and intentionally violating the provisions of said State law is guilty of a misdemeanor.

**7.6 NEPOTISM**

CONTRACTOR shall not hire nor permit the hiring of any person in a position funded under this contract if a member of the person's immediate family is employed in an administrative capacity by the CONTRACTOR.

For the purposes of this section, the term "immediate family" means spouse, child, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, and step-child.

The term “administrative capacity” means persons who have overall administrative responsibility for a program including selection, hiring, or supervisory responsibilities.

## **8.0 STANDARD TERMS AND CONDITIONS**

### **8.1 ASSIGNMENT AND DELEGATION**

8.1.1 The Contractor shall not assign its rights or delegate its duties under this Contract, or both, either in whole or in part, without the prior written consent of the Chief Probation Officer. Any unapproved assignment or delegation shall be null and void. Any payments by Probation to any approved delegate or assignee on any claim under this Contract shall be deductible, at Probation’s sole discretion, against the claims, which the Contractor may have against the County.

8.1.2 If any assumption, assignment, delegation, or takeover of any of the Contractor’s duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without Probation’s express prior written approval, may result in the termination of this Contract.

### **8.2 AUTHORIZATION WARRANTY**

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

Before the receipt of a fully executed copy of this contract, the CONTRACTOR shall furnish to the COUNTY a written list of persons authorized to execute, on behalf of the CONTRACTOR, agreements,

contracts, modifications to contracts, or other documents as may be required by the COUNTY. (Refer to Exhibit F).

### **8.3 BUDGET REDUCTIONS**

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation correspondingly for that fiscal year and any subsequent fiscal year services provided by the Contractor under the Contract. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within 30 calendar days of the Board's approval of such actions. The Contractor shall continue to provide all of the services set forth in the Contract.

### **8.4 CHANGE NOTICES AND AMENDMENTS**

The County reserves the right to change any portion of the work required under this contract, or amend such other items and conditions which may become necessary. Any such revisions shall be accomplished in the following manner:

- 8.4.1 For any change which does not materially affect the scope of work, period of performance, payments, or any other term or condition included under this contract, a Change Notice shall be prepared and signed by County's Chief Probation Officer or his designee and CONTRACTOR'S Project Director.
- 8.4.2 For any revision which materially affects the scope of work, period of performance, payments, or any term and condition included under this Contract, a negotiated modification to this contract shall be executed by the Los Angeles County Board of Supervisors and CONTRACTOR.



8.4.3 As used herein, the term “materially” is defined as being a change of more than ten percent (10%) of the contract price, a change of more than one hundred eighty (180) days to any period of performance or a change in the work required which in the sole discretion of the COUNTY’S Chief Probation Officer warrants execution by the Board of Supervisors.

## **8.5 COMPLAINTS**

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

Within fifteen (15) business days after Contract effective date, the Contractor shall provide the County with the Contractor’s policy for receiving, investigating and responding to user complaints.

8.5.1 The County will review the Contractor’s policy and provide the Contractor with approval of said plan or with requested changes.

8.5.2 If the County requests changes in the Contractor’s policy, the Contractor shall make such changes and resubmit the plan within five (5) business days.

8.5.3 If, at any time, the Contractor wishes to change the Contractor’s policy, the Contractor shall submit proposed changes to the County for approval before implementation.

The Contractor shall preliminarily investigate all complaints and notify the County’s Project Manager of the status of the investigation within five (5) business days of receiving the complaint.

When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.

Copies of all written responses shall be sent to the County’s Project Manager within three (3) business days of mailing to the complainant.

## **8.6 COMPLIANCE WITH APPLICABLE LAW**

8.6.1 The Contractor shall comply with all applicable Federal, State, and local laws, rules, regulations, ordinances, and directives, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.

8.6.2 The Contractor shall indemnify and hold harmless the County from and against any and all liability, damages, costs, and expenses, including, but not limited to, defense costs and attorneys' fees, arising from or related to any violation on the part of the Contractor or its employees, agents, or subcontractors of any such laws, rules, regulations, ordinances, or directives.

### **8.6.3 Regulations**

CONTRACTOR agrees to comply with all applicable Federal, State, and local laws, including the Americans with Disabilities Act (ADA) and its requirement to provide reasonable accommodations and auxiliary aids or services, unless compliance with the ADA would place an undue financial burden on, or would fundamentally alter the nature of, the CONTRACTOR'S program.

## **8.7 COMPLIANCE WITH CIVIL RIGHTS LAWS**

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with *Exhibit D - Contractor's EEO Certification*.

## **8.8 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM**

### **8.8.1 Jury Service Program:**

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as *Exhibit H* and incorporated by reference into and made a part of this Contract.

### **8.8.2 Written Employee Jury Service Policy.**

1. Unless Contractor has demonstrated to the County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
2. For purposes of this Sub-paragraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California

resident who is a full time employee of Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall also be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

3. If Contractor is not required to comply with the Jury Service Program when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Jury Service Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate to the County's satisfaction that Contractor either continues to remain outside of the Jury Service Program's definition

of "Contractor" and/or that Contractor continues to qualify for an exception to the Program.

4. Contractor's violation of this Sub-paragraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

## **8.9 CONFLICT OF INTEREST**

8.9.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.9.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete

description of all relevant circumstances. Failure to comply with the provisions of this Sub-paragraph shall be a material breach of this Contract.

**8.10 CONSIDERATION OF HIRING COUNTY EMPLOYEES  
TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST**

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give **first consideration** for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

**8.11 CONSIDERATION OF HIRING GAIN/GROW PROGRAM PARTICIPANTS**

Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County will refer GAIN/GROW participants by job category to the Contractor.

In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

**8.12 CONTRACTOR RESPONSIBILITY AND DEBARMENT**

**8.12.1 Responsible Contractor**

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily

perform the contract. It is the County's policy to conduct business only with responsible Contractors.

#### **8.12.2 Chapter 2.202 of the County Code**

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time not to exceed three (3) years, and terminate any or all existing Contracts the Contractor may have with the County.

#### **8.12.3 Non-responsible Contractor**

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

#### **8.12.4 Contractor Hearing Board**

If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in

writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

#### **8.12.5 Subcontractors of Contractor**

These terms shall also apply to Subcontractors of County Contractors.

#### **8.13 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO CHILD SUPPORT ENFORCEMENT**

The Contractor acknowledges that the County places a high priority on the enforcement of child support laws and the apprehension of child support evaders. The Contractor understands that it is the



County's policy to encourage all County Contractors to voluntarily post the County's "L.A.'s Most Wanted: Delinquent Parents" poster in a prominent position at the Contractor's place of business. The County's Child Support Services Department will supply the Contractor with the poster to be used.

**8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW**

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used.

**8.15 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

8.15.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through Purchase Order or Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.15.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this

Contract maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

#### **8.16 COUNTY'S QUALITY ASSURANCE PLAN**

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

#### **8.17 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS**

8.17.1 Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by Contractor or employees or agents of Contractor. Such repairs shall be made immediately after Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.

8.17.2 If Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as

determined by County, for such repairs shall be repaid by Contractor by cash payment upon demand.

#### **8.18 EMPLOYMENT ELIGIBILITY VERIFICATION**

The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.

The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

#### **8.19 FACSIMILE REPRESENTATIONS**

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Change Notices and Amendments prepared pursuant to Sub-paragraph 8.4, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Change Notices and Amendments to this Contract, such that the parties need not

follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

#### **8.20 FAIR LABOR STANDARDS**

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

#### **8.21 GOVERNING LAW, JURISDICTION, AND VENUE**

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

#### **8.22 INDEPENDENT CONTRACTOR STATUS**

8.22.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.22.2 The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The

County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.22.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.22.4 As previously instructed in Sub-paragraph 7.5 - Confidentiality, the Contractor shall cause each employee performing services covered by this Contract to sign and adhere to the “*Employee Acknowledgment of Employer*”, *Exhibit E1*. Original to be retained on file with CONTRACTOR, a copy is to be sent to COUNTY Contract Manager.

## **8.23 INDEMNIFICATION**

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

## **8.24 GENERAL INSURANCE REQUIREMENTS**

Without limiting the Contractor's indemnification of the County and during the term of this Contract, the Contractor shall provide and maintain, and shall require all of its subcontractors to maintain, the following programs of insurance specified in this Contract. Such insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the County. Such coverage shall be provided and maintained at the Contractor's own expense.

### **8.24.1 Evidence of Insurance:** Certificate(s) or other evidence of coverage satisfactory to the County shall be delivered to:

Yolanda Young, Director  
County of Los Angeles Probation Department  
Contracts & Grants Management Division  
9150 East Imperial Highway, Room A-66  
Downey, CA. 90242

prior to commencing services under this Contract. Such certificates or other evidence shall:

- Specifically identify this Contract;
- Clearly evidence all coverages required in this Contract;
- Contain the express condition that the County is to be given written notice by mail at least thirty (30) days in advance of cancellation for all policies evidenced on the certificate of insurance;
- Include copies of the additional insured endorsement to the commercial general liability policy, adding the County of Los Angeles, its Special Districts, its officials, officers and employees as insureds for all activities arising from this Contract; and
- Identify any deductibles or self-insured retentions for the County's approval. The County retains the right to

require the Contractor to reduce or eliminate such deductibles or self-insured retentions as they apply to the County, or, require the Contractor to provide a bond guaranteeing payment of all such retained losses and related costs, including, but not limited to, expenses or fees, or both, related to investigations, claims administrations, and legal defense. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

**8.24.2 Insurer Financial Ratings:** Insurance is to be provided by an insurance company acceptable to the County with an A.M. Best rating of not less than A:VII unless otherwise approved by the County.

**8.24.3 Failure to Maintain Coverage:** Failure by the Contractor to maintain the required insurance, or to provide evidence of insurance coverage acceptable to the County, shall constitute a material breach of the Contract upon which the County may immediately terminate or suspend this Contract. The County, at its sole option, may obtain damages from the Contractor resulting from said breach. Alternatively, the County may purchase such required insurance coverage, and without further notice to the Contractor, the County may deduct from sums due to the Contractor any premium costs advanced by the County for such insurance.

**8.24.4 Notification of Incidents, Claims or Suits: Contractor shall report to the County:**

- Any accident or incident relating to services performed under this Contract which involves injury or property damage which may result in the filing of a claim or lawsuit against the Contractor and/or the County. Such

report shall be made in writing within 24 hours of occurrence.

- Any third party claim or lawsuit filed against the Contractor arising from or related to services performed by the Contractor under this Contract.
- Any injury to a Contractor employee that occurs on County property. This report shall be submitted on a County "Non-employee Injury Report" to the County Contract Manager.
- Any loss, disappearance, destruction, misuse, or theft of any kind whatsoever of County property, monies or securities entrusted to the Contractor under the terms of this Contract.

**8.24.5 Compensation for County Costs:** In the event that the Contractor fails to comply with any of the indemnification or insurance requirements of this Contract, and such failure to comply results in any costs to the County, the Contractor shall pay full compensation for all costs incurred by the County.

**8.24.6 Insurance Coverage Requirements for Subcontractors:** The Contractor shall ensure any and all subcontractors performing services under this Contract meet the insurance requirements of this Contract by either:

- The Contractor providing evidence of insurance covering the activities of subcontractors, or
- The Contractor providing evidence submitted by subcontractors evidencing that subcontractors maintain the required insurance coverage. The County retains the right to obtain copies of evidence of subcontractor insurance coverage at any time.



## **8.25 INSURANCE COVERAGE REQUIREMENTS**

**8.25.1 General Liability** insurance written on ISO policy form CG 00 01 or its equivalent with limits of not less than the following:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

**8.25.2 Automobile Liability** written on ISO policy form CA 00 01 or its equivalent with a limit of liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

**8.25.3 Workers' Compensation and Employers' Liability** insurance providing workers' compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which the Contractor is responsible. If the Contractor's employees will be engaged in maritime employment, coverage shall provide workers' compensation benefits as required by the U.S. Longshore and Harbor Workers' Compensation Act, Jones Act or any other federal law for which the Contractor is responsible. In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	\$1 million
Disease - policy limit:	\$1 million
Disease - each employee:	\$1 million

### **8.25.4 Professional Liability**

Insurance covering liability arising from any error, omission, negligent or wrongful act of the CONTRACTOR, its officers or employees, with limits of not less than one

million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. The coverage also shall provide an extended two-year reporting period commencing upon termination or cancellation of the contract.

#### **8.25.5 Crime Coverage**

Insurance in an amount of not less than fifty thousand dollars (\$50,000) covering against loss of money, securities, or other property related to hereunder which may result from employee dishonesty, forgery, alteration, theft, disappearance, and destruction.

### **8.26 LIQUIDATED DAMAGES**

8.26.1 If, in the judgment of the Chief Probation Officer, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Chief Probation Officer, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. The work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Chief Probation Officer, or his/her designee, in a written notice describing the reasons for said action.

8.26.2 If the Chief Probation Officer determines that there are deficiencies in the performance of this Contract that the Chief Probation Officer deems are correctable by the Contractor over a certain time span, the Chief Probation Officer will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should

the Contractor fail to correct deficiencies within said time frame, the Chief Probation Officer may:

(a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or

(b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a reasonable estimate of such damages is One Hundred Dollars (\$100) per day per infraction, or as specified in the *Performance Requirements Summary (PRS) Chart*, as defined in Exhibit M, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or

(c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County forces or separate private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.26.3 The action noted in Sub-paragraph 8.26.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.26.4 This Sub-paragraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or

Sub-paragraph 8.26.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

**8.27 MOST FAVORED PUBLIC ENTITY**

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

**8.28 NONDISCRIMINATION AND AFFIRMATIVE ACTION**

8.28.1 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.

8.28.2 The Contractor shall certify to, and comply with, the provisions of *Exhibit D - Contractor's EEO Certification*.

8.28.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- 8.28.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or physical or mental disability, marital status, or political affiliation.
- 8.28.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 8.28.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this Sub-paragraph 8.28 when so requested by the County.
- 8.28.7 If the County finds that any provisions of this Sub-paragraph 8.28 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County

that the Contractor has violated the anti-discrimination provisions of this Contract.

8.28.8 The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

**8.29 NON EXCLUSIVITY**

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the Probation Department from acquiring similar, equal or like goods and/or services from other entities or sources.

**8.30 NOTICE OF DELAYS**

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) day, give notice thereof, including all relevant information with respect thereto, to the other party.

**8.31 NOTICE OF DISPUTES**

The Contractor shall bring to the attention of the County Contract Manager any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County Contract Manager is not able to resolve the dispute, the Chief Probation Officer, or designee shall resolve it.

**8.32 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT**

The Contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the

requirements set forth in Internal Revenue Service Notice No. 1015.

### **8.33 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW**

The Contractor shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in *Exhibit G* of this Contract and is also available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

### **8.34 NOTICES**

8.34.1 Notices required or permitted to be given under the terms of this contract or by any law now or hereafter in effect may, at the option of the party giving notice, be given by enclosing the same in a sealed envelope addressed to the party for whom intended and by depositing such envelope with postage prepaid in the United States, Post Office or substation thereof, or any public mail box; and any such notice and the envelope containing same shall be addressed to CONTRACTOR at his place of business as designated below, or such other place as may be hereinafter designated in writing by CONTRACTOR. The notices and envelopes containing same to COUNTY shall be addressed to:

Chief Probation Officer  
Los Angeles County Probation Department  
9150 East Imperial Highway  
Downey, CA. 90242

Written notice shall be sent to CONTRACTOR'S Project Director addressed as follows:

Simpson & Simpson  
Business and Personnel Services  
3600 Wilshire Boulevard, Suite 1710  
Los Angeles, CA. 90010  
Attn: Kelly Simpson-Cook  
(213) 736-6614

8.34.2 In the event of suspension or termination of the contract, notices may also be given upon personal delivery by COUNTY to any person whose actual knowledge of such suspension or termination would be sufficient notice to CONTRACTOR.

8.34.3 The Chief Probation Officer shall have authority to execute all notices required or permitted to be given here.

**8.35 PROHIBITION AGAINST INDUCEMENT OR PERSUASION**

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

**8.36 PUBLIC RECORDS ACT**

8.36.1 Any documents submitted by Contractor; all information obtained in connection with the County's right to audit and inspect Contractor's documents, books, and accounting records pursuant to Sub-paragraph 8.38 – Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public



records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked “trade secret”, “confidential”, or “proprietary”. The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

- 8.36.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

### **8.37 PUBLICITY**

- 8.37.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of

the County's Contract Manager. The County shall not unreasonably withhold written consent.

8.37.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Sub-paragraph 8.37 shall apply.

#### **8.38 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT**

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or records relating to this Contract. All such material, including, but not limited to, all financial records, timecards and other employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.38.1 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State

auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. The County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.38.2 Failure on the part of the Contractor to comply with any of the provisions of this Sub-paragraph 8.38 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.38.3 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County may conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

### **8.39 RECYCLED BOND PAPER**

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

### **8.40 SUBCONTRACTING**

8.40.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.40.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.40.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such subcontractor(s) were Contractor employees.

8.40.4 The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

8.40.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing

services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.

8.40.6 The County's Project Director is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees.

8.40.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.

8.40.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved subcontractor. The Contractor shall ensure delivery of all such documents to:

Yolanda Young, Director  
County of Los Angeles Probation Department  
Contracts & Grants Management Division  
9150 East Imperial Highway  
Downey, CA. 90242

before any subcontractor employee may perform any work hereunder.

#### **8.41 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN CHILD SUPPORT COMPLIANCE**

Failure of the Contractor to maintain compliance with the requirements set forth in Sub-paragraph 8.15 – Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute a default by the Contractor under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure to cure such default within 90 days of notice by the Los Angeles County

Child Support Services Department shall be grounds upon which the Board of Supervisors may terminate this Contract pursuant to Sub-paragraph 8.43 – Termination for Default and pursue debarment, pursuant to County Code Chapter 2.202.

#### **8.42 TERMINATION FOR CONVENIENCE**

8.42.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.42.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.42.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with Sub-paragraph 8.38, Record Retention & Inspection/Audit Settlement.

8.42.4 After the receipt of a Notice of Termination, CONTRACTOR shall submit to COUNTY, in the form and with the certifications as may be prescribed by COUNTY, his termination claim and invoice. Such claim and invoice shall be submitted promptly, but not later than three (3) months from the effective date of termination. Upon failure of

CONTRACTOR to submit his termination claim and invoice within the time allowed, COUNTY may determine on the basis of information available to COUNTY, the amount, if any, due to CONTRACTOR in respect to the termination and such determination shall be final. After such determination is made, COUNTY shall pay CONTRACTOR the amount so determined.

8.42.5 Subject to the provisions of the paragraph immediately above, COUNTY and CONTRACTOR shall negotiate an equitable amount to be paid CONTRACTOR by reason of the total or partial termination of work pursuant to this clause. Said amount may include a reasonable allowance for profit on work done but shall not include an allowance on work terminated. COUNTY shall pay the agreed amount; subject to other limitations and provided that such amount shall not exceed the total funding obligated under this contract as reduced by the amount of payments otherwise made and as further reduced by the contract price of work not terminated.

8.42.6 All material including books, records, documents, or other evidence bearing on the costs and expenses of the CONTRACTOR under this Contract shall be maintained by the CONTRACTOR in the CONTRACTOR'S program.

#### **8.43 TERMINATION FOR DEFAULT**

8.43.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:

- A. Contractor has materially breached this Contract;
- B. Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

C. Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.43.2 In the event that the County terminates this Contract in whole or in part as provided in Sub-paragraph 8.43.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this sub-paragraph.

8.43.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in Sub-paragraph 8.43.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the



failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Sub-paragraph 8.43.3, the terms "subcontractor" and "subcontractors" mean subcontractor(s) at any tier.

8.43.4 If, after the County has given notice of termination under the provisions of this Sub-paragraph 8.43, it is determined by the County that the Contractor was not in default under the provisions of this Sub-paragraph 8.43, or that the default was excusable under the provisions of Sub-paragraph 8.43.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Sub-paragraph 8.42 - Termination for Convenience.

8.43.5 In the event the County terminates this Contract in its entirety due to the Contractor's default as provided in Sub-paragraph 8.43.1, the Contractor and the County agree that the County will have actual damages, which are extremely difficult to calculate and impracticable to fix and which will include, but are not limited to, the County's costs of procurement of replacement services and costs incurred due to delays in procuring such services. Therefore, the Contractor and the County agree that the County shall, at its sole option and in lieu of the provisions of Sub-paragraph 8.43.2, be entitled to liquidated damages from

the Contractor, pursuant to California Civil Code Section 1671, in the amount of Five Thousand Dollars (\$5,000) or five percent (5%) of the applicable year's Contract sum, whichever is less, as equitable compensation to the County for such actual damages. This amount of liquidated damages shall be either paid by the Contractor to the County by cash payment upon demand or, at the sole discretion of the Chief Probation Officer, or designee, deducted from any amounts due to the Contractor by the County, whether under this Contract or otherwise.

These liquidated damages shall be in addition to any credits, which the County is otherwise entitled to under this Contract, and the Contractor's payment of these liquidated damages shall not in any way change, or affect the provisions of Sub-paragraph 8.23 - Indemnification.

- 8.43.6 The rights and remedies of the County provided in this Sub-paragraph 8.43 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.44 TERMINATION FOR IMPROPER CONSIDERATION**

- 8.44.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies

against the Contractor as it could pursue in the event of default by the Contractor.

8.44.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.44.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

#### **8.45 TERMINATION FOR INSOLVENCY**

8.45.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.45.2 The rights and remedies of the County provided in this Sub-paragraph 8.45 shall not be exclusive and are in addition to

any other rights and remedies provided by law or under this Contract.

**8.46 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE**

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

**8.47 TERMINATION FOR NON-APPROPRIATION OF FUNDS**

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

**8.48 VALIDITY**

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

**8.49 WAIVER**

No waiver by the County of any breach of any provision of this

Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Sub-paragraph 8.49 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **8.50 WARRANTY AGAINST CONTINGENT FEES**

8.50.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.50.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

### **9.0 UNIQUE TERMS AND CONDITIONS**

#### **9.1 COMPLIANCE WITH THE COUNTY'S LIVING WAGE PROGRAM**

##### **9.1.1 Living Wage Program:**

This Contract is subject to the provisions of the County's ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as *Exhibit J* and incorporated by reference into and made a part of this Contract.

##### **9.1.2 Payment of Living Wage Rates.**

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not an

“Employer” as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees’ services provided to the County under the Contract:

- a. Not less than \$9.46 per hour if, in addition to the per-hour wage, the Contractor contributes less than \$1.14 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
  - b. Not less than \$8.32 per hour if, in addition to the per-hour wage, the Contractor contributes at least \$1.14 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed \$1.14 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than \$1.14 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.
2. For purposes of this Sub-paragraph, “Contractor” includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform

services for the County under the Contract, the subcontractor shall be subject to the provisions of this Sub-paragraph. The provisions of this Sub-paragraph shall be inserted into any such subcontract Contract and a copy of the Living Wage Program shall be attached to the Contract. "Employee" means any individual who is an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.
4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term

of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

**9.1.3 Contractor's Submittal of Certified Monitoring Reports.**

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County. The certified monitoring reports shall list all of the Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor's current health care benefits plan, and the Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (*Exhibit K and Exhibit L*), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional



information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

**9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims**

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

**9.1.5 County Auditing of Contractor Records.**

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four years from the date of final payment under the Contract. Authorized agents of the County shall

have access to all such records during normal business hours for the entire period that records are to be maintained.

**9.1.6 Notifications to Employees.**

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

**9.1.7 Enforcement and Remedies.**

If the Contractor fails to comply with the requirements of this Sub-paragraph, the County shall have the rights and remedies described in this Sub-paragraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:
  - a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be

due, until Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material

breach, the County may, in its sole discretion, terminate the Contract.

2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.
- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can

be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$50 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

3. Debarment. In the event the Contractor breaches a requirement of this Sub-paragraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, not to exceed three years.

#### **9.1.8 Use of Full-Time Employees.**

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless

and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

**9.1.9 Contractor Retaliation Prohibited.**

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or person. A violation of the provisions of this Sub-paragraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

**9.1.10 Contractor Standards.**

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

**9.1.11 Employee Retention Rights**

1. Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:

- a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
  - b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
  - c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. Contractor is not required to hire a retention employee who:
- a. Has been convicted of a crime related to the job or his or her performance; or
  - b. Fails to meet any other County requirement for employees of a Contractor.
3. Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, Contractor may retain a retention employee on the same terms and conditions as Contractor's other employees.

#### **9.1.12 Neutrality in Labor Relations**

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide

collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

## **9.2 CONTRACTOR'S OBLICATIONS UNDER HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)**

This section is not applicable.

## **9.3 LOCAL SMALL BUSINESS ENTERPRISE (SBE) PREFERENCE PROGRAM**

9.3.1 This Contract is subject to the provisions of the County's ordinance entitled Local Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.

9.3.2 Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.

9.3.3 Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.

9.3.4 If Contractor has obtained County certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:



1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and
3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply if Contractor is no longer eligible for certification as a result in a change of their status and Contractor failed to notify the State and the County's Office of Affirmative Action Compliance of this information.

**9.4 OWNERSHIP OF MATERIALS, SOFTWARE AND COPYRIGHT**

This section is not applicable.

**9.5 PATENT, COPYRIGHT & TRADE SECRET INDEMNIFICATION**

This section is not applicable.

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IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

VIOLET VARONA-LUKENS  
Executive Officer-Clerk  
of the Board of Supervisors

By \_\_\_\_\_

Simpson & Simpson Business and  
Personnel Services

By \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.  
County Counsel

By \_\_\_\_\_  
Principal Deputy County Counsel

## **EXHIBIT A**

### **CONTRACT STATEMENT OF WORK**

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# ***EXHIBIT A***

## ***STATEMENT OF WORK (SOW)***

### **1.0 SCOPE OF WORK**

The CONTRACTOR(s) shall provide experienced individuals to perform complete typing/clerical duties as well as other types of office functions for long-term interim assignments to the Probation Department at Barry J. Nidorf Juvenile Hall. A maximum of eighteen (18) qualified skilled typists should be available per given day. Said personnel shall provide clerical services seven (7) days a week on various shifts: 6:00 a.m. to 2:30 p.m., 8:00 a.m. to 5:00 p.m., 2:00 p.m. to 10:30 p.m., and 10:00 p.m. to 6:30 a.m. Individuals shall possess the skill requirements level listed below and as described in Exhibit A1 and A2.

Due to population changes, budgetary restraints and other operational needs, the COUNTY reserves the right to schedule greater or fewer personnel or hours than herein described to meet operational considerations.

### **2.0 ADDITION/DELETION OF FACILITIES, SPECIFIC TASKS AND/OR WORK HOURS**

Due to population changes, budgetary constraints and other Departmental needs, the County reserves the right to schedule greater or fewer personnel then herein described to meet operational considerations.

### **3.0 QUALITY CONTROL**

The CONTRACTOR(s) shall establish and maintain a Quality Control Plan to assure that the requirements of the contract are met. The plan shall be submitted as part of the proposal. An updated copy must be provided to the COUNTY Contract Manager within two (2) weeks of the contract start date and as changes occur. The original plan and any future amendments are subject to COUNTY review and approval and shall include, but not be limited to, the following:

- 3.1 An inspection system covering all the services listed on Exhibit M, the Performance Requirements Summary. It must specify the activities to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.

- 3.2 The methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
- 3.3 A file of all inspections conducted by the CONTRACTOR(s) and, if necessary, the corrective action taken. This documentation shall be made available as requested by COUNTY during the term of the contract as set forth in Section 8.38 of Sample Contract, "Record Retention and Inspection".
- 3.4 The methods for ensuring uninterrupted service to Probation in the event of a strike of the COUNTY'S or the CONTRACTOR'S employees or any other unusual occurrence (i.e., power loss or natural disaster) which would result in the CONTRACTOR(s) being unable to perform the contracted work.
- 3.5 The methods for assuring that confidentiality of adult and juvenile records is maintained while in the care of CONTRACTOR'S employees
- 3.6 The methods for maintaining security of records, and the methods for preventing the loss or destruction of data.

#### **4.0 QUALITY ASSURANCE PLAN**

The COUNTY or its agent will evaluate the CONTRACTOR'S performance under this contract on not less than an annual basis. Such evaluation will include assessing CONTRACTOR'S compliance with all contract terms and performance standards. CONTRACTOR'S deficiencies which COUNTY determines are severe or continuing and that may place performance of the contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the COUNTY and CONTRACTOR(s). If improvement does not occur consistent with the corrective action measures, COUNTY may terminate this contract or impose other penalties as specified in this contract.

The COUNTY will evaluate the CONTRACTOR'S performance under this contract using the quality assurance procedures specified in Exhibit 2, "Performance Requirements Summary", or other such procedures as may be necessary to ascertain CONTRACTOR compliance with this contract.

#### 4.1 Performance Evaluation Meetings

The COUNTY'S Contract Manager may meet weekly with the CONTRACTOR'S Project Director during the first three (3) months of the contract if COUNTY Contract Manager finds it necessary. However, a meeting will be held whenever a Contract Discrepancy Report (CDR) is issued. A mutual effort will be made to resolve all problems identified. Whenever meetings are held, the written minutes taken by Probation personnel shall be signed by the COUNTY'S Contract Manager and the CONTRACTOR'S Project Director. Should the CONTRACTOR not concur with the minutes, the CONTRACTOR shall state in writing to the COUNTY'S Contract Manager within five (5) business days of receipt of the signed minutes any areas wherein the CONTRACTOR does not concur.

- 4.2 After the first three (3) months of operation, regular performance evaluation meetings shall be held monthly in accordance with a mutually agreed upon schedule, or as required by COUNTY.
- 4.3 The COUNTY shall have the right to require any personnel assigned to the CONTRACTOR(s) who, in the opinion of the COUNTY Contract Manager, is unsatisfactory, will be removed and replaced by the CONTRACTOR(s) within twenty-four (24) hours.

### **5.0 DEFINITIONS**

- 5.1 Acceptable Quality Level AQL – A measure to express the leeway or variance from a standard before Probation can apply damages as specified in Exhibit M. An AQL does not imply that the CONTRACTOR(s) may knowingly perform in a defective way. It implies that Probation recognizes that defective performance sometimes happens unintentionally. It is required that the CONTRACTOR(s) correct all defects whenever possible. A variance from the AQL can result in a credit to Probation against the monthly charge for the CONTRACTOR'S services.
- 5.2 Admissions Office – Work location within juvenile hall where information is entered into the computer.
- 5.3 Adult/Juvenile Records - Personal and social history, including criminal information of adult and juvenile offenders. The records include legal

documents and other information, which are confidential. The information is not to be discussed with, or disclosed to, unauthorized persons as defined by the Probation Department.

- 5.4 Computer Room – Work location within juvenile hall where information is entered into the computer.
- 5.5 Contract Discrepancy Report (CDR) - A report prepared by the Quality Assurance Evaluator to inform the CONTRACTOR(s) of faulty service. The CDR requires response from the CONTRACTOR(s) explaining the problem and outlining the remedial action being taken to resolve the problem.
- 5.6 Contract Manager - The Probation representative responsible for daily management of contract operation and overseeing monitoring activities.
- 5.7 Contract Start Date - The date the CONTRACTOR(s) begins work (start of the basic contract period) in accordance with the terms of the contract.
- 5.8 Enforcement - The Contract Manager shall be responsible for the enforcement of this contract on behalf of the COUNTY and shall be assisted by those officers and employees of the COUNTY having duties in connection with the administration thereof. In the event the COUNTY commences legal proceedings for the enforcement of this contract, the CONTRACTOR agrees to pay any sum which may be awarded to the COUNTY and by the court for attorney's fees and costs incurred in the action brought.
- 5.9 Evening Shift – A regularly established work shift at least five-eighths (5/8) of which falls between the hours of 4:00 p.m. and 11:00 p.m.
- 5.10 Lobby Area – Work location at the entrance of Barry J. Nidorf Juvenile Hall where the security of the institution is maintained through the control of keys, electronic doors, and information provided to visitors.
- 5.11 Night Shift – A regularly established work shift at least five-eighths (5/8) of which falls between the hours of 9:00 p.m. and 8:00 a.m.
- 5.12 Performance Requirements Summary (PRS) - The statement that identifies the key performance indicators of the contract which will be evaluated by COUNTY to ensure contract performance standards are met by the CONTRACTOR(s). (Exhibit M)



- 5.13 Post Position – A position which must be covered at all times and requires a relief person during breaks and lunch times.
- 5.14 Project Director - CONTRACTOR'S officer or employee responsible for administering the contract after contract award.
- 5.15 Quality Assurance Evaluator (QAE) - The Probation employee responsible for monitoring CONTRACTOR'S compliance with the contract.
- 5.16 Quality Assurance Plan (Surveillance Plan) - The plan developed by Probation, specifically to monitor contract compliance with the elements listed in the PRS.
- 5.17 Quality Control Plan - All necessary measures taken by the CONTRACTOR(s) to assure that the quality of service will meet the contract requirements set forth in the Performance Work Statement.
- 5.18 Reception Areas – Work locations where minors, visitors and staff are processed in and out of the institution and where security is maintained by controlling access through gates and electronically operated doors to secured areas.
- 5.19 User Complaint Report (UCR) - A report prepared by Probation personnel in order to inform the QAE of incidents involving faulty performance by the CONTRACTOR.
- 5.20 Workday – Normal workdays for Admission, Computer Room, and Lobby Area are Sunday through Saturday, 6:00 a.m. to 2:30 p.m., 2:00 p.m. to 10:30 p.m., 10:00 p.m. to 6:30 a.m., including holidays. Normal workdays include two (2) 15-minute rest breaks which will be compensated for by COUNTY, and a thirty (30) or sixty (60) minute lunch/dinner period which will not be compensated for by COUNTY. Normal workdays in the File Room are Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding County holidays.

## **6.0 RESPONSIBILITIES**

The County's and the Contractor's responsibilities are as follows:

### **COUNTY**

#### **6.1 Personnel**

The County will administer the Contract according to the Contract, Paragraph 6.0, Administration of Contract - County. Specific duties will include:

- 6.1.1 Monitoring the Contractor's performance in the daily operation of this Contract.
- 6.1.2 Providing direction to the Contractor in areas relating to policy, information and procedural requirements.
- 6.1.3 Preparing Change Notices in accordance with the Contract, Paragraph 8.0, Standard Terms and Conditions, Sub-paragraph 8.4 Change Notices and Amendments.

#### **6.2 Furnished Items**

The COUNTY shall provide no materials, equipment and/or services necessary to operate this contract except as listed below.

##### **6.2.1 General**

The COUNTY shall provide all necessary forms and letterheads required in the performance of services contained in this RFP.

##### **6.2.2 Equipment**

6.2.2.1 The COUNTY will provide all office equipment necessary to perform the services described hereunder.

6.2.2.2 A complete inventory of all equipment as well as its specific condition will be taken by CONTRACTOR(s) and the COUNTY at the start of the contract. In the event CONTRACTOR'S employees damage the equipment or the facility by reason of abuse or carelessness as determined by COUNTY, CONTRACTOR(s) will repair or replace as determined by COUNTY any and all damages to equipment and facility within fifteen (15) calendar days. In the event CONTRACTOR(s) does not repair or replace equipment or damage to facility, the COUNTY will do so

and will charge the CONTRACTOR(s) for all expenses by deducting such payment from CONTRACTOR'S monthly invoice(s).

6.2.3 Facility

Work space for contract personnel is provided within Barry J. Nidorf Juvenile Hall, 16350 Filbert Street, Sylmar, California 91342.

6.2.4 Parking

Parking for CONTRACTOR'S personnel will be provided when available. In the event COUNTY implements paid parking, CONTRACTOR(s) will be responsible for paying the parking fee. COUNTY is not responsible for any damage to vehicles owned by CONTRACTOR(s) or CONTRACTOR'S employees.

6.2.5 Forms

Forms applicable to this Performance Work Statement are listed below.

<u>Barry J. Nidorf Juvenile Hall Forms</u>	<u>Form #</u>
PDS Admission Record (Kardex)	76734
PDS Update	
Admission Log Book	
Release Log Book	
Attorney Visiting Form	76A762
Behavior Record Control Card	76A263
Buck Slips	
Admits	
Releases	
Transfer In	
Transfer Out	
Camp Movement List	
Control Card	
Juvenile Hall Entrance Record	
Key Audit Log	
Letter to Parent (English/Spanish)	
Loan Key Form	

Map of Camps

Pre-movement List

Release Forms (IDC Placement)

76P443

Running Population Statistics Sheet

Transfer Transmittal

Time Record (Sign-In Sheet)

Vehicle Log

Visitors Pass Log

Visitors Sign-In Log

Work Order

Above list of forms is subject to change.

## **CONTRACTOR**

### **6.3 Project Director**

6.3.1 Contractor shall provide a full-time Project Director or designated alternate that is assigned locally and be available for telephone contact between 8:00 a.m. and 5:00 p.m., Monday through Sunday, including COUNTY holidays.

When contract work is being performed at times other than described above, or when the Project Director cannot be present, and with prior approval of the Contract Manager, an equally responsible individual shall be designated to act for the Project Director.

6.3.2 Project Director shall act as a central point of contact with the County. Project Director shall have at least three (3) years of demonstrated previous experience within the last five (5) years in the management and operation of clerical services or functions of similar scope.

6.3.3 Project Director/alternate shall have full authority to act for Contractor on all matters relating to the daily operation of the Contract. Project Director/alternate shall be able to effectively communicate, in English, both orally and in writing.

- 6.3.4 The Project Director shall be available during normal weekday work hours, 8:00 a.m. to 5:00 p.m., to meet with COUNTY personnel designated by the COUNTY to discuss problem areas.
- 6.3.5 COUNTY shall have the right of review and approval of the Project Director. COUNTY shall have the right of removal of the Project Director and any replacement recommended by CONTRACTOR(s).

#### **6.4 Personnel**

- 6.4.1 The CONTRACTOR(s) shall be responsible for providing competent staff to fulfill the contract. COUNTY shall have the right to review and approve potential staff prior to assignment.
- 6.4.2 CONTRACTOR(s) shall have available two (2) persons who have received approximately fourteen (14) working days of on-site training at CONTRACTOR'S expense and who will be available to replace an absent employee and/or a permanent vacancy within twenty-four (24) hours notice.
- 6.4.3 All personnel must be able to read, write, spell, speak, and understand English and possess good grammatical skills. In some assignments, personnel who can speak, read, write, and understand Spanish will also be required.
- 6.4.4 The CONTRACTOR(s) shall ensure that by the first day of employment, all persons with access to juvenile and/or adult records and arrest information, and Probation Department case information have signed an acknowledgment form regarding confidentiality that meets the standards of the Probation Department for COUNTY employees having access to confidential criminal offender record information (CORI). CONTRACTOR(s) shall retain original CORI form and forward a copy to COUNTY Contract Manager within five (5) business days of start of employment. (Refer to Exhibit H.)
- 6.4.5 The CONTRACTOR(s) shall not employ any person seventeen (17) years of age or younger for positions within the confines of Barry J. Nidorf Juvenile Hall.

- 6.4.6 Personnel provided by CONTRACTOR(s) shall present a neat appearance and be properly attired.
- 6.4.7 The COUNTY reserves the right to preclude the CONTRACTOR from employment or continued employment of any individual. The CONTRACTOR shall be responsible for immediately removing and replacing within twenty-four (24) hours any employee from work on this contract, when reasonably requested to do so by the COUNTY Contract Manager.
- 6.4.8 When personnel are needed for a job with public contact, the COUNTY Contract Manager may, at his or her sole discretion, direct the CONTRACTOR(s) to replace any of the personnel the COUNTY Contract Manager determines is inimical to the public or Probation clientele during the performance of their job, or which otherwise make it inappropriate for such persons to be in contact with the public or Probation clients.
- 6.4.9 COUNTY reserves the right to have Contract Manager or designated alternate interview any or all prospective employees of CONTRACTOR(s).
- 6.4.10 Employee Criminal Records, Notice and COUNTY Approval

The CONTRACTOR(s) shall be responsible for ongoing implementation and monitoring of subsections 6.4.10.1 through 6.4.10.6. On at least a quarterly basis, CONTRACTOR(s) shall report in writing, monitoring results to Probation, indicating compliance or problem areas. Elements of monitoring report shall receive prior written approval from Probation.

6.4.10.1 No personnel employed by CONTRACTOR(s) or subcontractor(s) for this service, having access to Probation information or records shall have a criminal conviction record or pending criminal trial unless such information has been fully disclosed and employment of the employee for this service is approved (in writing) by the Probation Department.

- 6.4.10.2 COUNTY reserves the right to conduct a background investigation of CONTRACTOR'S prospective employees prior to employment or assignment to contract duties and further reserves the right to conduct a background investigation of CONTRACTOR'S employees at any time and to bar such employees from working on this contract under appropriate circumstances.
- 6.4.10.3 COUNTY reserves the right to preclude CONTRACTOR(s) from employment or continued employment of any individual for this contract service at this facility.
- 6.4.10.4 CONTRACTOR(s) and employees of CONTRACTOR(s) shall be under a continuing obligation to disclose any prior or subsequent criminal conviction record, or pending criminal trial, to the Probation Department.
- 6.4.10.5 The CONTRACTOR(s) shall submit names of employees to the Contract Manager within five (5) business days of the date of hire. The COUNTY will schedule appointments to conduct a background investigation/record checks based on fingerprints of CONTRACTOR'S employees, and further reserves the right to conduct a background investigation of CONTRACTOR'S employees at any time.
- 6.4.10.6 Because COUNTY is charged by the State for checking the criminal conviction records of CONTRACTOR'S employees, COUNTY will bill CONTRACTOR(s) to recover expense. The current amount is \$32.00 per record check and is subject to change by the State.

## **6.5 Identification Badges**

- 6.5.1 Contractor shall furnish and require every on-duty employee to wear a visible photo identification badge identifying employee by name, physical description, and company, at CONTRACTOR'S expense.

Such badge shall be displayed on employee's person at all times he/she is within the confines of the facility.

## **6.6 Security**

- 6.6.1 CONTRACTOR'S employees are subject to reasonable dress codes when assigned to COUNTY facilities; must conduct themselves in a reasonable manner at all times, must not cause any disturbance; must not bring visitors into the facility; must not bring in any form of weapons or contraband; are subject to search; must not have social contact with minors in juvenile hall; and are otherwise subject to all rules and regulations of the facility.
- 6.6.2 The CONTRACTOR shall immediately report to the Contract Manager the name(s) of any detainee(s) in the facility who are a close friend or relative to CONTRACTOR'S staff assigned to Barry J. Nidorf Juvenile Hall.
- 6.6.3 The CONTRACTOR(s) shall immediately report to the clerical supervisor any accidents and/or loss of equipment and supplies.
- 6.6.4 CONTRACTOR'S employees shall enter through only one location in the facility (Lobby Area) and are not permitted on the grounds other than coming to or leaving the facility on the way to work or after work or in the course of providing service to the facility.
- 6.6.5 Keys and pictures ID key cards issued by the COUNTY to CONTRACTOR'S employees must be picked up and left with the Lobby Area daily, unless otherwise directed by the Contract Manager.
- 6.6.6 Facility keys must be attached to the employee's person at all times.
- 6.6.7 Contractor shall reimburse County for any and all costs, as defined by County, incurred incident to loss of keys to Contractor's employees, including, but not limited to, costs of re-keying locks at the facility.



## **6.7 Training**

6.7.1 Contractor shall provide training programs for all new employees and continuing in-service training for all employees.

6.7.2 All employees shall be trained in their assigned tasks and in the safe handling of equipment. All equipment shall be checked daily for safety. All employees must wear safety and protective gear according to OSHA standards.

## **6.8 Contractor's Office**

Contractor shall maintain an office with a telephone in the company's name where Contractor conducts business. The office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. When the office is closed, an answering service shall be provided to receive calls. **The Contractor shall answer calls received by the answering service within two (2) hours of receipt of the call.**

## **6.9 Employee Physical Examinations for Services Provided to Juvenile Halls**

6.9.1 Employees of the Contractor(s) must undergo an initial physical examination to assure no infectious diseases exists before commencing work.

6.9.2 In addition, these employees must undergo an annual physical examination to assure no infectious disease exists before continuing work.

6.9.3 All physical examinations shall be at Contractor's expense and proof of compliance will be maintained by Contractor(s) and available by inspection by the County.

6.9.4 In lieu of an annual physical examination, Contractor(s) may elect the following program:

6.9.4.1 Maintain a record of why each employee is absent.

6.9.4.2 If any absence due to illness is for five (5) or more consecutive days, employee must present a statement from the attending physician defining the nature of the

illness. If doctor's statement relates to any infectious disease, it must clearly state that employees can return to work.

- 6.9.4.3 All physical examinations shall be required when an employee has thirty (30) cumulative or consecutive days of illness in a twelve (12) month period of time and the attending physician's documentation does not clearly indicate the employee is free to return to work. A worker with chronic recurrent illness will be subject to investigation and review of records by the County Occupational Health Services Medical Director. The Director's review is an evaluation only and does not include medical treatment, which is not a County responsibility.

## **7.0 HOURS/DAY OF WORK**

The CONTRACTOR will be required to provide service on County-recognized holidays. These holidays change from year to year. The Contract Manager will provide the CONTRACTOR, upon request, with a list of County holidays.

## **8.0 WORK SCHEDULES**

- 8.1 Contractor shall submit for review and approval a work schedule for each facility to the County Contract Manager within ten (10) days prior to starting work. Said work schedules shall be set on an annual calendar identifying all the required on-going maintenance tasks and task frequencies. The schedules shall list the time frames by day of the week, morning, and afternoon the tasks will be performed.
- 8.2 Contractor shall submit revised schedules when actual performance differs substantially from planned performance. Said revisions shall be submitted to the County Project Manager for review and approval within five (5) working days prior to scheduled time for work.

## **9.0 UNSCHEDULED WORK**

- 9.1 The County Contract Manager or his designee may authorize the Contractor to perform unscheduled work, including, but not limited to, repairs and replacements when the need for such work arises out of

extraordinary incidents such as vandalism, acts of God, and third party negligence; or to add to, modify or refurbish existing facilities.

- 9.2 Prior to performing any unscheduled work, the Contractor shall prepare and submit a written description of the work with an estimate of labor and materials. If the unscheduled work exceeds the Contractor's estimate, the County Contract Manager or his designee must approve the excess cost. In any case, no unscheduled work shall commence without written authorization.
- 9.3 When a condition exists wherein there is imminent danger of injury to the public or damage to property, Contractor shall contact County's Contract Manager for approval before beginning the work. A written estimate shall be sent within twenty-four (24) hours for approval. Contractor shall submit an invoice to County's Contract Manager within five (5) working days after completion of the work.
- 9.4 All unscheduled work shall commence on the established specified date. Contractor shall proceed diligently to complete said work within the time allotted.
- 9.5 The County reserves the right to perform unscheduled work itself or assign the work to another Contractor.

## **10.0 SPECIFIC WORK REQUIREMENTS**

A sample of the types of functions and duties which the Probation Department may require are as follows:

### **10.1 Skilled Typist**

The skilled typist shall use personal computers and standard electric typewriters. This includes typing forms with correct spelling and punctuation, setting up simple tabulations, type correspondence, envelopes and making corrections as required, process new admissions and releases, and staff key center. CONTRACTOR'S employees must have experience in general typing with the necessary minimum typing speed of forty (40) net words per minute (w.p.m.).

- 10.2 The skilled typist who will perform under the COUNTY supervision all clerical services necessary to process juvenile probation cases. The CONTRACTOR(s) is expected to provide capable, qualified, and

dependable employees on a daily basis. Employees must be willing and available for long-term assignments of at least twelve (12) months duration.

10.3 CONTRACTOR(s) shall provide clerical personnel who will meet the following requirements:

10.3.1 Must have at least one (1) year of clerical experience involving typewriting or a certificate, Associate of Arts degree in clerical procedures, or office administration from an accredited college;

10.3.2 Must possess general clerical skills, such as filing and answering phones;

10.3.3 Must be temperamentally capable of meeting and handling the public;

10.3.4 Must have good work habits;

10.3.5 Must be able to get to work on time to cover post positions; and,

10.3.6 Must be capable of performing the specific assignments described in Exhibit A1 and A2.

10.4 Delivery

CONTRACTOR(s) will be required to provide personnel within twenty-four (24) hours after receipt of order; however, if the required number of personnel has not arrived within forty-eight (48) hours, the COUNTY reserves the right to cancel the order and purchase the services from other sources. COUNTY also reserves the right to bill CONTRACTOR(s) for any excess costs for similar services acquired by COUNTY from other sources.

10.5 Overtime

Overtime (as defined by California's Industrial Welfare Commission) is allowable only with prior authorization by the designated Probation Department representative.

10.6 Assignment of Unqualified Personnel

The COUNTY reserves the right to require any personnel of CONTRACTOR(s) assigned to COUNTY to take an on-site performance test to determine typist skills. In the event, CONTRACTOR'S personnel do not meet the minimum typist standards, CONTRACTOR(s) shall

immediately replace personnel within twenty-four (24) hours with personnel possessing the required skills. The COUNTY shall not be charged by CONTRACTOR(s) for the services of the employee(s) replaced.

10.7 Self Monitoring Reports

CONTRACTOR(s) shall prepare monthly reports that indicate the level of and type of services rendered to the Probation Department. The CONTRACTOR will submit this report to COUNTY Quality Assurance Evaluator (QAE) and COUNTY Contract Manager by the 10<sup>th</sup> working day of the following month for which services were rendered. Report format and content is subject to final COUNTY review and approval.

**11.0 PERFORMANCE REQUIREMENTS SUMMARY**

A standard level of performance will be required of CONTRACTOR(s) in the areas of general clerical services. Exhibit B summarizes the required services, performance standards, maximum allowable deviation from the standards, methods of surveillance to be used by the COUNTY, and liquidated damages to be imposed for unacceptable performance. COUNTY will evaluate the CONTRACTOR'S performance under this contract using the quality assurance procedures specified in Exhibit B, or other such procedures as may be necessary to ascertain CONTRACTOR(s) compliance with this contract. Failure of the CONTRACTOR(s) to achieve this standard can result in an assessment of liquidated damages against CONTRACTOR'S monthly payment as determined by COUNTY.

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# EXHIBIT A1

## JOB DESCRIPTION

Skilled Typist      Definition: Does skilled typing on a computer and performs specialized clerical work.

Example of Duties:

Keeps records of minors admitted, released, and transferred to and from Barry J. Nidorf Juvenile Hall.

Prepares Kardex cards.

Answers telephone inquiries and provides directions to the public.

Operates office machines such as computer terminals, printers, photocopy machine, typewriter, calculators, personal computers, and facsimile machines.

Processes visits according to established procedures.

Processes court documents.

Update, correct, and distribute population sheets.

Operate security gates and doors.

Compile and type reports.

Prepare and maintain files on detained minors which includes filing, storing, and retrieving records.

### Minimum Requirements

See typical Duty Statement, Appendix B2

Typing Rate: **Forty (40) net words per minute.**

One year office clerical experience involving a typewriter or a certificate of Associate of Arts degree in clerical procedures or office administration from an accredited college.

# EXHIBIT A2

## DUTY STATEMENT

This exhibit provides typical samples of specific tasks which a clerk will be required to learn and perform within established standards. The actual duty statement will vary depending upon shifts and days.

Job Function:        Admission/Releases

### Processes New Admissions

- Record Admissions on Admit Sheet Log. Process Running Pop, Master Pop and Admit List
- Check for Control Card
- Enter minors name and personal history in computer.
- Generate a computerized Kardex on computer printer and distribute copies of Kardex printout to specified offices
- Make/Update Control Card then file
- Record Court date in movement log
- Pull/Order Behavior Record from File Room and give to Boys'/Girls' Admissions

### Process Releases.

- Record releases on Running Pop, Master Pop, and Control Card
- Enter release information in computer
- File Control Card
- Give Behavior Record to file room for processing

### Process Transfers into the Facility

- Record information in Running Pop, Master Pop, and Admit List
- Check for control card

- Enter information into computer
- Make/Update control card then file
- Make and send letter to parent

#### Process Transfers out of the Facility

- Record information on Running Pop and Master Pop
- Update control card
- Change area office on computer (camp minors)

Make weekly check to assure a Kardex card is available for each minor

Sort and distribute mail

Answer telephones on inquiries

#### Process Custody sheets

- Match custody sheets with detaining orders to check for errors
- Distribute copies of custody sheets

#### Process Detaining Orders and All Court Documents

- Put court dates, disposition, area office, any/all updated information into computer

#### Balance and Correct Population Sheets

Photocopy and distribute population sheets, running population sheets, admit list, and anything else that needs to be processed

Update computer – location of minor

Process computer updates – medical appointments, special handling, AKAs, add/delete court dates, etc.

Miscellaneous assigned tasks

Job Function:            Key Center Clerk

Update Master Key List

Make and maintain Key Control Cards



Issue and hang up keys and tokens

Have and maintain Sign-In and Sign-Out Logs

Meet, greet, and process visitors

- Check ID
- Issue badge
- Direct to proper location in facility

Give directions to the public

Open and close mechanically controlled pedestrian and vehicle gates to allow authorized persons to enter or leave secured area

Conduct Key Audit each shift

Miscellaneous assigned tasks

Job Function:      File Room

Maintain file room by filing and retrieving Behavior Records and minor documents

Maintain control cards

Order and distribute Behavior Records that are need at the facility

# EXHIBIT B

## PRICING SCHEDULE

	<u>Year I</u>	<u>Year II</u>	<u>Year III</u>	<u>Year IV</u>	<u>Year V</u>
Annual Fixed					
Hourly Rates	<u>\$9.63</u>				
Annual Fixed					
Hourly Overtime					
Rate	<u>\$14.12</u>				

The Contractor's proposal did not mention a method for annually adjusting their hourly rates.

COLAs to Contactor by County of Los Angeles will only be given based on Section 5.6, set forth in the RFP.

# **EXHIBIT C**

## **CONTRACTOR'S PROPOSED SCHEDULE**

PROPOSED CONTRACTOR IS CURRENT CONTRACTOR.

Following information from Contractor's proposal:

"Orientation/Transition/Termination

Since we are the current contractor for these required clerical functions, all that we would require is a short meeting with the employees to inform them of their new benefits and pay increase.

We recognize that the services under this contract are vital to the County and must be continued without interruption and that, upon contract expiration a successor, either the government or another contractor, may continue them. We agree to (1) furnish phase-in training and (2) exercise our best efforts and cooperation to effect an orderly and efficient transition to a successor."

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**EXHIBIT D**  
**CONTRACTOR'S EEO CERTIFICATION**

# FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

EXHIBIT E1: EMPLOYEE'S ACKNOWLEDGEMENT OF EMPLOYER

I understand that \_\_\_\_\_ is my sole employer for purposes of this employment.

I rely exclusively upon \_\_\_\_\_ for payment of salary and any and all other benefits payable to me on my behalf during the period of this employment.

I understand and agree that I am not an employee of Los Angeles County for any purpose and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles during the period of this employment.

I understand and agree that I do not have and will not acquire any rights or benefits pursuant to any agreement between my employer \_\_\_\_\_ and the County of Los Angeles.

ACKNOWLEDGED AND RECEIVED:

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

Print

Original must be signed by each employee by first day of employment and must be retained by CONTRACTOR(s)

Copy must be forwarded by CONTRACTOR(s) to County Worker's Compensation Division with the Los Angeles County Department of Human Resources, Workers' Compensation Division, Claims Section, 3333 Wilshire Boulevard, Los Angeles, California 90010, within five (5) business days.

**EXHIBIT F**  
**Jury Service Ordinance**

**Chapter 2.203 CONTRACTOR EMPLOYEE JURY SERVICE**

**2.203.010 Findings.**

The Board of Supervisors makes the following findings: The County of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the County of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the County of Los Angeles has determined that it is appropriate to require that the businesses with which the County contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

**2.203.020 Definitions.**

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county.
- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard as determined by the chief administrative officer.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0015 § 1 (part), 2002)

### **2.203.030 Applicability.**

This chapter shall apply to contractors who enter into contracts that commence two or more months after the effective date of this chapter. This chapter shall also apply to contractors with existing contracts, which are extended into option years that commence two or more months after the effective date of this chapter. (Ord. 2002-0015 § 1 (part), 2002)

### **2.203.040 Contractor Jury Service Policy.**

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

### **2.203.050 Other Provisions.**

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

### **2.203.060 Enforcement and Remedies.**

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

- 1. Recommend to the board of supervisors the termination of the contract; and/or,
- 2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)



### **2.203.070. Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
  - 1. Has ten or fewer employees during the contract period; and,
  - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
  - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months, which if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

### **2.203.090. Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

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## EXHIBIT G

### Safely Surrendered Baby Law

#### **What is the Safely Surrendered Baby Law?**

California's Safely Surrendered Baby Law allows parents to give up their baby confidentially. As long as the baby has not been abused or neglected, parents may give up their newborn without fear of arrest or prosecution.

#### **How does it work?**

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially and safely give up a baby within three days of birth. The baby must be handed to an employee at a Los Angeles County emergency room or fire station. As long as the child shows no signs of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, workers will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent.

#### **What if a parent wants the baby back?**

Parents who change their minds can begin the process of reclaiming their newborns within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

#### **Can only a parent bring in the baby?**

**In most cases, a parent will bring in the baby. The law allows other people to bring in the baby if they have legal custody.**

#### **Does the parent have to call before bringing in the baby?**

No. A parent can bring in a baby anytime, 24 hours a day, 7 days a week so long as the parent gives the baby to someone who works at the hospital or fire station.

#### **Does a parent have to tell anything to the people taking the baby?**

No. However, hospital personnel will ask the parent to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the child. Although encouraged, filling out the questionnaire is not required.

#### **What happens to the baby?**

The baby will be examined and given medical treatment, if needed. Then the baby will be placed in a pre-adoptive home.

#### **What happens to the parent?**

Once the parent(s) has safely turned over the baby, they are free to go.

#### **Why is California doing this?**

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned by their parents and potentially being hurt or killed. You may have heard tragic stories of babies left in dumpsters or public bathrooms. The parents who committed these acts may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had nowhere to turn for help, they abandoned their infants. Abandoning a baby puts the child in extreme danger. It is also illegal. Too often, it results in the baby's death. Because of the Safely Surrendered Baby Law, this tragedy doesn't ever have to happen in California again.

#### **A baby's story**

At 8:30 a.m. on Thursday, July 25, 2002, a healthy newborn baby was brought to St. Bernardine Medical Center in San Bernardino under the provisions of the California Safely Surrendered Baby Law. As the law states, the baby's mother did not have to identify herself. When the baby was brought to the emergency room, he was examined by a pediatrician, who determined that the baby was healthy and doing fine. He was placed with a loving family while the adoption process was started.

**Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a newborn, let her know there are other options.**

**It is best that women seek help to receive proper medical care and counseling while they are pregnant. But at the same time, we want to assure parents who choose not to keep their baby that they will not go to jail if they deliver their babies to safe hands in any Los Angeles County hospital ER or fire station.**

# EXHIBIT H

## CONFIDENTIALITY OF CORI INFORMATION

Criminal Offender Record Information (CORI) is that information which is recorded as the result of an arrest, detention or other initiation of criminal proceedings including any consequent proceedings related thereto. As an employee of \_\_\_\_\_ during the legitimate course of your duties, you may have access to CORI. The Probation Department has a policy of protecting the confidentiality of Criminal Offender Record Information.

You are required to protect the information contained in case files against disclosure to all individuals who do not have a right-to-know or a need-to-know this information.

The use of any information obtained from case files or other related sources of CORI to make contacts with probationers or their relatives, or to make CORI available to anyone who has no real and proper reason to have access to this information as determined solely by the Probation Department is considered a breach of confidentiality, inappropriate and unauthorized.

Any \_\_\_\_\_ employee engaging in such activities is in violation of the Probation Department's confidentiality policy and will be subject to appropriate disciplinary action and/or criminal action pursuant to Section 11142 of the Penal Code.

I have read and understand the Probation Department's policy concerning the confidentiality of CORI records.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Copy to be forwarded to Probation Contract Manager within five (5) business days of start of employment.

\_\_\_\_\_

**EXHIBIT I**  
**Internal Revenue Service**  
**Notice 1015**

(Rev. October 2001)

**Have You Told Your Employees About the  
Earned Income Credit (EIC)?**

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**What is the EIC?**

The EIC is a refundable tax credit for certain workers.

**A change to note.** Workers **cannot** claim the EIC if their 2001 investment income (such as interest and dividends) is over \$2,350.

**Which Employees Must I Notify About the EIC?**

You must notify each employee who worked for you at any time during the year and from whom you did not withhold income tax. However, you do not have to notify any employee who claimed exemption from withholding on **Form W-4**, Employee's Withholding Allowance Certificate.

*Note: You are encouraged to notify each employee whose wages for 2001 are less than \$32,212 that he or she maybe eligible for the EIC.*

**How and When Must I Notify My Employees?**

You must give the employee one of the following:

- The IRS **Form W-2**, Wage and Tax Statement, which has the required information about the EIC on the back of **Copy B**.
- A substitute Form W-2 with the same EIC information on the back of the employee's copy that is on Copy B of the IRS Form W-2.
- **Notice 797**, Possible Federal Tax Refund Due to the Earned Income Credit (EIC).
- Your written statement with the same wording as Notice 797.

If you are required to give W-2 and do so in time, no further notice is necessary if the Form W-2 has the required information about the EIC on the back of the employee's copy. If a substitute Form W-2 is given on time but does not have the required information, you must notify the employee within 1 week of the date the substitute Form W-2 is given. If Form W-2 is required but is not given in time, you must give the employee Notice 797 or your written statement by the date Form W-2 is required to be given. If Form W-2 is not required, you must notify the employee by February 7, 2002.

You must hand the notice directly to the employee or send it by First-Class Mail to the employee's last known address. You will not meet the notification requirements by posting Notice 797 on any employee bulletin board or sending it through office mail. However, you may want to post the notice to help inform all employees of the EIC. You can get copies of the notice by calling 1-800-929-3676. You can also get the notice from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

**How Will My Employees Know If They Can  
Claim the EIC?**

The basic requirements are covered in Notice 797. For more detailed information, the employee needs to see the 2001 instructions for Form 1040, 1040A, 1040EZ, or **Pub. 596**, Earned Income Credit.

**How Do My Employees Claim the EIC?**

Eligible employees claim the EIC on their 2002 tax return. Even employees who have no tax withheld from their pay or owe no tax can claim the EIC and get a refund, but they must file a tax return to do so. For example, if an employee has no tax withheld in 2001 and owes no tax but is eligible for a credit of \$791, he or she must file a 2001 tax return to get the \$791 refund.

**How Do My Employees Get Advance EIC  
Payments?**

Eligible employees who expect to have a qualifying child for 2001 can get part of the credit with their pay during the year by giving you a completed **Form W-5**, Earned Income Credit Advance Payment Certificate. You must include advance EIC payments with wages paid to these employees, but the payments are not wages and are not subject to payroll taxes. Generally, the payments are made from withheld income, social security, and Medicare taxes. For details, see **Pub. 15**, Employer's Tax Guide.

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**Notice 1015**

**TITLE 2 ADMINISTRATION  
CHAPTER 2.201 LIVING WAGE PROGRAM**

**2.201.010 Findings.**

The Board of Supervisors finds that the County of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay less than a living wage to their employees causes them to use such services thereby placing an additional burden on the County of Los Angeles. (Ord. 99-0048 § 1 (part), 1999.)

**2.201.020 Definitions.**

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

- A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.
  - B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.
  - C. "Employer" means:
    - 1. An individual or entity who has a contract with the county:
      - a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or
      - b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and
      - c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or
    - 2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.
  - D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week. (Ord. 99-0048 § 1 (part), 1999.)
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### **2.201.030 Prospective effect.**

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.\* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

\*Editor's note: Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

### **2.201.040 Payment of living wage.**

- A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$8.32 per hour with health benefits, or \$9.46 per hour without health benefits.
- B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$1.14 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.
- C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. (Ord. 99-0048 § 1 (part), 1999.)

### **2.201.050 Other provisions.**

- A. Full-Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.
  - B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.
  - C. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter. The chief administrative officer in conjunction with the affirmative
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action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

- D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.
- E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

#### **2.201.060 Employer retaliation prohibited.**

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

#### **2.201.070 Employee retention rights.**

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

- A. A "retention employee" is an employee of a predecessor employer:
    - 1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
    - 2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
    - 3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.
  - B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.
  - C. A subsequent employer is not required to hire a retention employee who:
    - 1. Has been convicted of a crime related to the job or his or her job performance; or
-

2. Fails to meet any other county requirement for employees of a contractor.
- D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

#### **2.201.080 Enforcement and remedies.**

For violation of any of the provisions of this chapter:

- A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.
- B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:
  1. Assess liquidated damages as provided in the contract; and/or
  2. Recommend to the board of supervisors the termination of the contract; and/or
  3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, not to exceed three years. (Ord. 99-0048 § 1 (part), 1999.)

#### **2.201.090 Exceptions.**

- A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.
  - B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.
  - C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.
  - D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:
    1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and
    2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
    3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
    4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.
-



"Dominant in its field of operation" means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

"Affiliate or subsidiary of a business dominant in its field of operation" means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 99-0055 § 1, 1999; Ord. 99-0048 § 1 (part), 1999.)

**2.201.100 Severability.**

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 99-0048 § 1 (part), 1999.)

**EXHIBIT K**  
**Health Benefits**

**EXHIBIT L**  
**PAYROLL STATEMENT OF COMPLIANCE**

**PERFORMANCE REQUIREMENTS SUMMARY**

This Performance Requirement Summary lists the required services which will be monitored by the Probation Department during the term of this contract; the required standard of service; the maximum deviation from the standard which can occur before damages can be assessed; the method of COUNTY surveillance; and the monetary damages for exceeding the maximum deviation from the standard.

Quality Assurance

Each month, the CONTRACTOR'S performance will be evaluated comparing the required service (as stated in the Performance Work Statement) with the Acceptable Quality Levels (AQLs), using the methods of surveillance. If the CONTRACTOR'S performance falls below the AQL, a monthly percentage/rate will be deducted from the contract for that performance factor.

The Probation Department may use a variety of inspection methods to evaluate the CONTRACTOR'S performance. The methods of surveillance which may be used, but not limited to, are:

- User complaints
- Random samplings
- 100% inspections

Criteria for Determination of Payment

CONTRACTOR(s) shall invoice Probation monthly in arrears and Probation will pay to CONTRACTOR(s), within thirty (30) days upon receipt of proper invoice, the monthly payment less any deductions for performance variance. Payments will be made monthly and only for those services rendered within the acceptable quality levels as set forth in the Performance Requirement Summary section of this RFP (Refer to Part E, Section 5.0).

If performance of service is unacceptable as determined by COUNTY and the unacceptable performance was not caused by Probation personnel, COUNTY will not be obligated to pay the full percentage for that service when performance does not conform with the requirements of this contract. The COUNTY shall have the right to reduce the contract price to reflect the reduced value of the service provided.

Probation will make every reasonable effort to resolve problems. When the performance is unacceptable, the Probation Department will complete a Contract Discrepancy Report (CDR). The CDR will require the CONTRACTOR(s) to respond in writing, and explain the unacceptable performance, as well as how recurrence of the problem will be prevented. The Contract Manager will evaluate the CONTRACTOR'S explanation and determine if full payment, partial payment, or the contract termination process is applicable.

When an instance of unacceptable performance comes to the attention of Probation personnel, who are recipients of the services provided by the contract, a User Complaint Report (UCR) may be filled out and forwarded to the Quality Assurance Evaluator. The complaint will be investigated, if necessary, and may be brought to the attention of the CONTRACTOR. The receipt of one or more UCRs concerning a particular area of performance may result in a formal examination of the CONTRACTOR'S performance in this area.

The assessment of monetary damages against the CONTRACTOR for unacceptable services shall be calculated as shown on the Performance Requirement Summary (PRS) Chart.

For services monitored by random sample inspections, user complaints or site visits, the figures in Column 5 (Deduction from Contract Price) of the PRS Chart is multiplied by the number of unacceptable instances which exceed the AQL in Column 3. The resulting dollar amount is the amount of the monetary damages for performance variance which shall be assessed on CONTRACTOR.

#### Corrective Action

The CONTRACTOR(s) shall be required to immediately correct those activities found by Probation to be unacceptably performed. Because the sample represents the entire lot (the total number of correct files for the day, week, or month sampled), the correction of defects found by Probation shall not improve the overall rating of that service.

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**PERFORMANCE REQUIREMENTS SUMMARY CHART**

<b>REQUIRED SERVICES</b>	<b>PERFORMANCE INDICATOR</b>	<b>STANDARD FOR EACH LOCATION</b>	<b>MAXIMUM ALLOWABLE DEVIATION (AQL)</b>	<b>METHOD OF SURVEILLANCE</b>	<b>DEDUCTIONS FROM CONTRACT PRICE FOR EXCEEDING AQL</b>
Provide staff upon request	Log maintained by County	Personnel received within 24 hours	5%	100% inspections, user complaints, random samplings	Up to \$50 per employee per day beyond 48 hours
Provide as many as 3 clerks 8 a.m. to 5 p.m. shift, Monday thru Friday	All posts covered	Desks covered 8 hours daily	5%	100% inspections, user complaints, random samplings	Up to \$20 per employee per day
Provide as many as 6 clerks for 6 a.m. to 2:30 p.m. shift, 7-day coverage	All posts covered	Posts covered 8 hours daily	0%	100% inspections, user complaints, random samplings	Up to \$20 per employee per day
Provide as many as 8 clerks for 2 p.m. to 10:30 p.m. shift, 7-day coverage	All posts covered	Posts covered 8 hours daily	0%	100% inspections, user complaints, random samplings	Up to \$20 per employee per day
Provide 1 clerk for 10 p.m. to 6:30 a.m. shift, 5-day coverage	Post is covered	Post covered 8 hours daily	0%	100% inspections, user complaints, random samplings	Up to \$20 per employee per day
Provide staff for long-term assignments	Log maintained by County	Turn-over rate not exceed 25% on an annualized basis	0%	100% inspections, user complaints, random samplings	Actual County cost if available and no payment to Contractor for employees in training, as determined by County
Clerical personnel available to cover all positions at all times	Each post covered	Staff available to provide shift relief at the beginning	10%	100% inspections, user complaints, random samplings	Up to \$20 per occurrence per day.
Clerical personnel meets minimum requirements listed in RFP	Work performed per requirements	40 net words per minute. Work performed accurately and timely.	10%	100% inspections, user complaints, random samplings	No payment for employee who fails to meet County requirements
Unacceptable employees replaced promptly	Personal Record Work performance	Replace within 24 hours	0%	100% inspections, user complaints, random samplings	Up to \$50 per employee per occurrence
Prepare and submit monthly self-monitoring reports	Completed monthly reports	Adhere to County requirements	0%	100% inspections, user complaints, random samplings	Up to \$50 per occurrence

REQUIRED SERVICES	PERFORMANCE INDICATOR	STANDARD FOR EACH LOCATION	MAXIMUM ALLOWABLE DEVIATION (AQL)	METHOD OF SURVEILLANCE	DEDUCTIONS FROM CONTRACT PRICE FOR EXCEEDING AQL
Security	Staff conduct and attitude	All security requirements adhered to	0%	100% inspections, user complaints	Up to \$20 per occurrence
Emergency conditions	All posts covered	Desks covered 8 hours daily	5%	100% inspections, user complaints	Up to \$20 per occurrence
Employee Benefits	County/Contractor records	Adhere to County requirements	0%	100% inspections, random samplings	\$200 per employee per occurrence
None of Contractor's employees shall have a criminal conviction or pending criminal trial unless record has been fully disclosed.	County/Contractor records	Adhere to County requirements	0%	100% inspections, user complaints, random samplings	Up to \$100 per employee per occurrence
Fingerprint Contractor's current employees and prospective employees prior to employment.	County/Contractor records	Adhere to County requirements	0%	100% inspections, user complaints, random samplings	Up to \$100 per employee per occurrence
Contractor shall reimburse County for record check.	County/Contractor records	Adhere to County requirements	0%	100% inspections, user complaints, random samplings	Up to \$100 per employee per occurrence
Quality Control Plan	Quality Control Plan and records of its implementation	Adhere to County requirements	0%	100% inspections, user complaints, random samplings	Up to \$100 per occurrence
Contractor in compliance with Standard Terms and Conditions	County/Contractor records	Adhere to County requirements	0%	100% inspections, user complaints, random samplings	Up to \$50 per occurrence





This matrix is a summary only. Your Evidence of Coverage (EOC) and the Group Agreement should be consulted for a detailed description of coverage benefits and limitations.

COVERAGE/COPAYMENT SCHEDULE		PLAN 1501-A
<b>DEDUCTIBLES</b>		None
<b>LIFETIME MAXIMUMS</b>		None
<b>Benefits</b>		<b>Copayment</b>
<b>PROFESSIONAL SERVICES</b>		
<ul style="list-style-type: none"> <li>Office visits to Plan physician</li> <li>Consulting specialist's care</li> <li>Rehabilitative physical therapy, occupational and speech therapy</li> <li>Breast Cancer, Prostate Cancer and Other Cancer Screening (See EOC for full details)</li> </ul>		\$15 Per Visit \$15 Per Visit \$15 Per Visit \$15 Per Visit
<b>OUTPATIENT SERVICES</b>		
<ul style="list-style-type: none"> <li>Diagnostic laboratory tests</li> <li>X-ray examinations</li> <li>Outpatient hospital services</li> </ul>		\$15 Per Visit \$15 Per Visit \$15 Per Visit
<b>HOSPITALIZATION SERVICES</b>		
<ul style="list-style-type: none"> <li>Doctor's services while inpatient including surgery, medical and maternity care</li> <li>Semi-private room (private room when prescribed)</li> <li>Laboratory and X-ray examinations, and all other diagnostic tests</li> <li>Intensive care, cardiac care, operating and recovery rooms, anesthesia and inpatient prescription drugs</li> <li>Physical, radiation and respiratory therapy</li> <li>Special duty nursing, when ordered by Plan Physician</li> </ul>		Covered in full 20% for each hospitalization 20% for each hospitalization 20% for each hospitalization 20% for each hospitalization 20% for each hospitalization

# Benefits Summary Matrix for Plan 1501-A

Benefits		Copayment
<b>EMERGENCY HEALTH COVERAGE</b> (Includes psychiatric screening, evaluations and exams to determine if there is a psychiatric Emergency Medical Condition. Also includes care and treatment of such conditions.)		
<ul style="list-style-type: none"> <li>Emergency care (Copayment is waived if admission results.)</li> </ul>		First [\$50] or {50%} of reasonable charges (whichever is less) (Plan must be notified as soon as is reasonably possible.)
<b>AMBULANCE SERVICES</b>		
(Please see the "Emergency Services and Care" and Emergency Transport" sections of your EOC for additional information.)		Covered in full for Emergency Medical Conditions
<b>PRESCRIPTION DRUGS</b>		
<p>As Prescribed from the UHP Formulary, up to a 30-day supply. (See Prescription Drug Benefits section of your EOC for conditions, exclusions, limitations.) (Would also include coverage for designated FDA-approved prescription contraceptive methods.)</p> <p><i>Note: Expenses for prescription drugs do not count toward the Annual Out-of-Pocket Maximum listed below.</i></p>		<p>[\$10] Generic [\$20] Brand</p>
<b>DURABLE MEDICAL EQUIPMENT</b>		Not covered
<b>MENTAL HEALTH SERVICES</b> Treatment of "severe mental illnesses" for all Members and treatment of "serious emotional disturbances of a child" are covered the same as any other illness. (See "Mental Health" Section of your EOC for a definition of these terms and a complete description of benefits.)		
<p>A.</p> <ul style="list-style-type: none"> <li>Inpatient – no limit on number of days</li> <li>Outpatient – no limit on number of visits</li> </ul>		<p>20% for each hospitalization</p> <p>\$15 for each office visit</p>



## Benefits Summary Matrix for Plan 1501-A

Benefits	Copayment
<p><b>B. Other Mental Health Care</b> for conditions that are not "severe mental illnesses" or "serious emotional disturbances of a child".</p> <ul style="list-style-type: none"> <li>Inpatient – up to 30 days maximum per calendar year</li> <li>Outpatient – up to 20 visits per calendar year</li> </ul>	<p>20% for each hospitalization</p> <p>\$25 for each office visit</p>
<p><b>CHEMICAL DEPENDENCY SERVICES</b> Diagnostic, medical treatment and referral services for the abuse of or addiction to alcohol or drugs.</p>	
<p>Inpatient – up to 30 days maximum Per calendar year (Limited to acute detoxification).</p> <p>Outpatient Treatment – up to 20 visits per calendar year</p>	<p>20% for each hospitalization</p> <p>\$25 for each visit</p>
<p><b>HOME HEALTH CARE</b></p>	
<p>Nursing visits and other treatment in the home when prescribed by your Primary Care Physician (<i>See "Home Health Services" Section of your EOC</i>).</p>	<p>\$15 per visit</p>
<p><b>SKILLED NURSING FACILITY CARE</b></p>	
<p>Up to a maximum of 100 days per calendar year.</p>	<p>20% for each hospitalization</p>
<p><b>MATERNITY CARE AND FAMILY PLANNING</b></p>	
<ul style="list-style-type: none"> <li>Physician's care for mother before, during and six weeks after delivery</li> <li>Total parenteral nutrition when Medically Necessary</li> <li>Family Planning Services &amp; Treatment</li> <li>Tubal ligation</li> <li>Vasectomy</li> <li>Medically indicated and therapeutic abortions</li> <li>Services for involuntary infertility (limited to determination of inability to conceive)</li> <li>Family Planning Counseling</li> </ul>	<p>\$15 for each physician visit; 20% for each hospitalization</p> <p>Covered in full</p> <p>\$15 for each visit</p> <p>\$150</p> <p>\$50</p> <p>\$100 prior to 13 weeks gestation; \$200 after 13 weeks gestation</p> <p>\$15 for each office visit</p> <p>Covered in full</p>



UHP HEALTHCARE

Benefits	Copayment
<b>PREVENTIVE CARE</b>	
<ul style="list-style-type: none"> <li>• Pediatric visit to Plan Physician (age 0 – 2)</li> <li>• Periodic health examinations</li> <li>• Eye and ear examinations for children (through age 17)</li> <li>• Routine pediatric and adult immunizations</li> <li>• Allergy testing and materials (Including serums for the treatment of allergies.)</li> </ul>	<p>\$15 Per Visit \$15 Per Visit \$15 Per Visit \$15 Per Visit \$15 Per Visit</p>
<b>PHENYLKETONURIA (PKU)</b>	
Testing and treatment of PKU. Includes formulas and special food products. (See “Phenylketonuria PKU” section of your EOC for a complete description of covered services.)	Covered in full
<b>DIABETES MANAGEMENT</b>	
(See “Diabetes Management” section of your EOC for a complete description of covered services.)	Covered in full
<b>HEALTH EDUCATION</b>	
Includes information on personal health behavior and health care.	Covered in full
<b>BLOOD OR BLOOD PRODUCTS</b>	
<ul style="list-style-type: none"> <li>• Inpatient or Outpatient</li> </ul>	Covered in full
<b>HOSPICE BENEFITS</b>	
Includes nursing care, home health aide/homemaker services, medical/social services, counseling, drugs, etc. Also includes short-term inpatient care, respite care, bereavement services and home health care. Limited to persons who are terminally ill and have elected hospice care instead of other Plan benefits. (See “Hospice” section of your EOC for more details.)	Covered in full for services provided by a UHP-contracted hospice

# Benefits Summary Matrix for Plan 1501-A

Benefits	Copayment
<b>LIMITED DENTAL CARE</b>	
<ul style="list-style-type: none"> <li>• Outpatient treatment of non-industrial accidental injury to jaw or natural teeth (See "Limited Dental Care" of "Principal Benefits and Coverage" section of your EOC)</li> <li>• Inpatient hospital services for limited oral surgical procedures to treat severe impairments. (See "Limited Dental Care," of "Principal Benefits and Coverage" section and "General Anesthesia for Dental Services for Certain Members" Of your EOC)</li> </ul>	<p>\$15 Per Visit</p> <p>[20%] of each hospitalization</p>
<b>REGULAR DENTAL CARE</b>	Not covered
<b>VISION CARE BENEFITS</b>	<p>Not covered.</p> <p>Note: Eye exams are covered for children up to age 17, subject to the Co-payments listed herein.</p>

*Note: The Out-of-Pocket Maximum for all services during a calendar year is \$2,000 for an enrolled Subscriber and \$4,000 for an enrolled Subscriber and the Subscriber's Dependents. Member Co-payments for Prescription Drugs do not count toward the annual Out-of-Pocket Maximum. Percentage Copayments are based on a percentage of charges as negotiated by UHP HEALTHCARE.*

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## **ATTACHMENT IV**

### **CONTRACTING WITH COMMUNITY BUSINESS ENTERPRISES**

- I. The process used for identifying minority vendors:

The Probation Department used its current bidder's mailing list, which includes contractors listed on the County's "Directory of Minority and Women-Owned Businesses". The solicitation information was placed on the Los Angeles County Office of Small Business Contracting Opportunities website. Advertisements of bid solicitation were placed in the Los Angeles Times, the Los Angeles Sentinel, and a group of ethnic community newspapers published by the Eastern Group Publications.

- II. A list of firms from which the Department solicited offers:

The Probation Department's Clerical Services Bidder's list is attached. (Attachment IV-A)

- III. On final analysis and consideration of award, Simpson & Simpson Business and Personnel Services was selected without regard to sex, religion, race, color, or creed.

- IV. The Organization Information Form for Simpson & Simpson Business and Personnel Services is attached as Attachment IV-B.

Alternatives & Solutions, Inc.  
4497 Emerald Street  
Torrance, CA 90503

Acro-Service Corporation  
40 North Altadena Drive  
Pasadena, CA. 91107

Karion Business Professions  
5143 East Pine  
Fresno, CA. 93727

Doctor's Transcribing Service  
P.O. Box 1416  
Torrance, CA 90505

Accutrans  
1105 Howard  
Glendale, CA 91207

Overflow Business Services  
197 Racquet Club Drive  
Compton, CA 90220

Ladera Career Paths  
6820 La Tijera Blvd., Ste. 217  
Los Angeles, CA90045

Jasco Word Processing Services  
1904 East San Luis Street  
Compton, CA 90220

Personnel Plus  
12052 East Imperial Highway  
Norwalk, CA 90650

Latino Chamber of Commerce  
P.O. Box 173  
Compton, CA 90223

Compton Chamber of Commerce  
205 South Willowbrook  
Compton, CA 90220

Snelling Temporaries  
490-C W. Arrow Highway  
San Dimas, CA 91773

Eagle Transcribing Services  
19252 Worchester Lane  
Huntington Beach, CA 92627

P & G Services  
823 East 106<sup>th</sup> Street  
Los Angeles, CA 90002

Extra Job Employment Agency  
13458 Verdura Avenue  
Downey, CA 90242

PDQ Personnel Services  
5900 Wilshire Blvd., 4<sup>th</sup> Floor  
Los Angeles, CA 90036

Personalized Business Services  
3982 Degnan Boulevard  
Los Angeles, CA 90008

Minute Man, Inc. Temporary Help Service  
P.O. Box 710  
Bell, CA 90201

Dial Personnel Associates  
145522 East Whittier Boulevard  
Whittier, CA 90605

Remedy Temp  
101 Enterprise  
Aliso Viejo, CA 92656-2604

Sage Personnel Resources  
27201 Tournay Road, Suite 202  
Valencia, CA 91355

Volt Temporary Services  
1100 E. Orangethorpe Ave., #100  
Anaheim, CA 92801-1144

SEO Transcribing Service  
23123 Frisca Drive  
Valencia, CA 91355

T & R Secretarial Pool  
823 East 95<sup>th</sup> Street  
Los Angeles, CA 90002

Caban Resources  
5117 W. 134<sup>th</sup> Street  
Hawthorne, CA. 90250

National Personnel Services  
2225 Via Fernandez  
Palos Verdes Estates, CA 90274

RD & Associates  
1249 Diamond Bar Blvd., Ste. 339  
Diamond Bar, CA 91765

Bogard Temps, Inc.  
116 N. Maryland Avenue, Ste. 110  
Glendale, CA 91206



Son Roms Business Services  
249 E. 158<sup>th</sup> Street  
Gardena, CA 90248

Jaro's Professional Word Processing Service  
3436 West 43<sup>rd</sup> Street  
Los Angeles, CA 90008

E. Reider Enterprises  
4660 W. Point Loma Blvd.  
San Diego, CA 92107

Celestial Studios  
12130 South Atlantic Avenue  
Lynwood, CA 90262

Bogard Temps, Inc.  
16501 Ventura Blvd., Ste. 202  
Encino, CA 91436

First Image Management Company  
19701 South Hamilton Avenue, Ste. 130  
Torrance, CA 90508

Top Tempo / Future Employment  
4801 Wilshire Boulevard, #230  
Los Angeles, CA. 90010

Diaz Group  
P.O. Box 3871  
Montebello, CA 90640

Rose Kindel Marketing  
Hilton Office Center  
900 Wilshire Blvd., Ste. 1030  
Los Angeles, CA 90017

Accounts Overload  
6 Centerpoint Drive, Suite 250  
La Palma, CA 90623

Jabren Professional Services  
3053 Rancho Vista Blvd., Ste. H226  
Palmdale, CA 93551

National Secretarial Service  
5214 Yolanda  
Tarzana, CA 91356

Act I Personnel Services  
1999 W. 190<sup>th</sup> Street  
Torrance, CA. 90504

A.P.R. Consulting, Inc.  
22632 Golden Springs Drive, Suite 330  
Diamond Bar, CA 91765-4180

Career Advantage Personnel Service  
1215 East Airport Drive Ste. 125  
Ontario, CA 91761

IDI Personnel Services  
3560 Santa Anita Avenue, Suite J  
El Monte, CA 91731

Lisa Eredia Secretarial Service  
14256 Amar Road  
La Puente, CA 91746

Partners In Diversity  
6033 West Century Boulevard, #895  
Los Angeles, CA. 90045

JM Staffing  
540 East Foothill Boulevard, #200  
San Dimas, CA. 91773

Emerald Agency  
5230 Pacific Concourse Drive, Ste. 200  
Los Angeles, CA 90045

J.M. Temporary Services & Affiliates, Inc.  
615 East Foothill Blvd., Ste. A  
San Dimas, CA 91773

Network Staffing  
9171 Wilshire Blvd., Ste. B  
Beverly Hills, CA 90210

Total Quality Staffing Service  
13191 Crossroads Parkway N., Ste. 143  
City of Industry, CA 91746

Jorema, Inc.  
2419 11<sup>th</sup> Avenue  
Los Angeles, CA 90018

Precision Plus Word Processing  
131 West Mariposa Street  
Altadena, CA 91101

Staff Support  
11835 W. Olympic Blvd., Ste. 1125  
Los Angeles, CA 90064

Taylor Dane Personnel Services  
336 North Poinsettia Place  
Los Angeles, CA 90036

Cindy's Professional Service  
811 N. Plantation Lane  
Walnut, CA 91789

Progressive Business Services  
8613 South Cimarron Street  
Los Angeles, CA 90047

IB Network  
5830 Green Valley Circle, #312  
Culver City, CA. 90230

DNICA  
5606 Geer Avenue  
Los Angeles, CA 90016

Micro Tech  
2103 Den Mead Street  
Lakewood, CA 90712

Professional Services Group  
1170 S. Windsor Boulevard  
Los Angeles, CA 90019

Right Choice Business Services  
5813 Jadette Street  
Alta Loma, CA 91737

Roberts & Associates  
1227 S. Arlington Avenue  
Los Angeles, CA 90019

Select Temporary Services  
6180 Laurel Canyon, Ste. 165  
North Hollywood, CA 91606

Washington Associates  
1207 W. 83<sup>rd</sup> Street  
Los Angeles, CA 90044

RCA & Associates  
5608 Valley Glen Way  
Los Angeles, CA 90043

Riley Office & Management Control  
115 W. California Ave., #147  
Pasadena, CA 91105

President  
California Computer  
9050 Telegraph Rd., #101  
Downey, CA 90240

Cawley Personnel Services  
180 S. Lake Avenue  
Pasadena, CA 91101

Cal State Maintenance  
15353 Gale Avenue  
City of Industry, CA 91745

Chairman and CEO  
Accounts Overload  
10990 Wilshire Boulevard 14<sup>th</sup> Floor  
Los Angeles, CA 90024-9935

Chrysalis Labor Connection  
516 So. Main Street  
Los Angeles, CA 90013

Branch Manager  
KIMCO  
12070 Telegraph Road, Suite 300  
Santa Fe Springs, CA 90670

General Manager  
Chrysalis Labor Connections  
516 South Main Street  
Los Angeles, CA 90013

Simpson & Simpson Business  
3600 Wilshire Boulevard, Ste. 1710  
Los Angeles, CA 90010

The Wentworth Company, Inc.  
479 West 6<sup>th</sup> Street (The Arcade Bldg.)  
San Pedro, CA 90731

U.S. Temp Services  
420 R. Broadway  
Glendale, CA 91205  
Attn: Ed Martinez, Sales Manager

Helpmate - Staffing Services  
900 Wilshire Blvd., Suite 914  
Los Angeles, CA 90017  
Attn: Julia Bolden, Branch Manager

Corestaff Services  
6100 Wilshire Boulevard, #150  
Los Angeles, CA. 90048

GDK Enterprises  
3030 Saturn Street  
Brea, CA. 92821

R.L. Klein  
3939 Atlantic, #100  
Long Beach, CA. 90807

Spherion Corporation  
4727 Wilshire Boulevard, #204  
Los Angeles, CA. 90010

AppleOne  
990 Know Street  
Torrance, CA. 90502

VOLT  
7431 Florence Avenue  
Downey, CA. 90241

RapidText  
1801 Dove Street, #101  
Newport Beach, CA. 92660

**Request for Local SBE Preference Program Consideration and  
CBE Firm/Organization Information Form**

**INSTRUCTIONS:** All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

**I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:**

**FIRM**

**NAME:**

Simpson & Simpson Business and Personnel Services, Inc.

☐ I AM NOT ☐ A Local SBE certified by the County of Los Angeles Office of Affirmative Action  
☐ I AM ☐ Compliance as of the date of this proposal/bids submission.

☐ As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.

My County (WebVen) Vendor Number : 11124001

**II. FIRM/ORGANIZATION INFORMATION:** The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

**Business Structure:** ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Non-Profit ☐ Franchise  
☐ Other (Please Specify) \_\_\_\_\_

**Total Number of Employees** (including owners): \_\_\_\_\_

**Race/Ethnic Composition of Firm.** Please distribute the above total number of individuals into the following categories:

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American	2			2	7	27
Hispanic/Latino					12	60
Asian or Pacific Islander					3	7
American Indian						
Filipino						
White					12	38

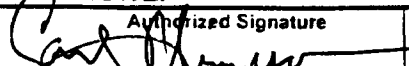
**III. PERCENTAGE OF OWNERSHIP IN FIRM:** Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	100 %	%	%	%	%	%
Women	%	%	%	%	%	%

**IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:** If you firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Dis- advantaged	Disabled Veteran	Expiration Date
City of Los Angeles	X				9/25/05

**V. DECLARATION:** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name	Authorized Signature	Title	Date
Carl P. Simpson		Vice-President	12/10/04

**Bid Detail Information****Bid Number :** 6400405**Bid Title :** RFP to Provide Clerical Services for the County of Los Angeles Probation Department at Barry J. Nidorf Juvenile Hall**Bid Type :** Service**Department :** Probation**Commodity :** ADMINISTRATIVE SERVICES, ALL KINDS**Open Date :** 10/29/2004**Closing Date :** 12/10/2004 12:00 PM**Bid Amount :** N/A**Bid Download :** Not Available

**Bid Description :** The Probation Department is issuing a Request for Proposals (RFP) from qualified CONTRACTORS to provide clerical services for the County of Los Angeles Probation Department at Barry J. Nidorf Juvenile Hall (BJNJH). The County is required by State law, Welfare and Institutions Code 850 and 853, to provide a juvenile hall with staff, as may be needed, for efficient management.

The required services will include providing the most efficient and economical clerical services by providing experienced clerical staff who are qualified skilled typists, who will be available for long-term assignments. CONTRACTORS will recognize that BJNJH is a unique work location. It is an institutional setting which requires clerical staffing on various shifts including nights, weekends, and holidays. The County of Los Angeles (hereinafter referred to as "COUNTY") proposes to compensate CONTRACTOR monthly, in arrears, on a fixed hourly rate basis. The contract will be awarded through competitive negotiations and recommended to the Los Angeles County Board of Supervisors pursuant to Section 44.7 of the Los Angeles County Charter and Los Angeles County Code Chapter 2.121 (Proposition A). The CONTRACTOR'S conformance with the RFP minimum mandatory requirements, proposed fixed hourly fee/price, plan for providing the required services, financial considerations, quality control plan, experience and capability, and references will be considered in the award of the contract. Interested and qualified CONTRACTORS who have demonstrated their ability to successfully provide services of this type are invited to submit proposals, provided they meet the minimum mandatory requirements in Attachment A.

For a copy of the RFP which establishes guidelines, criteria and procedures for proper application, contact:  
 Martin Corral, Contract Analyst  
 Contracts & Grants Management Division  
 County of Los Angeles Probation Department  
 9150 E. Imperial Highway, Room B-62  
 Downey, CA 90242  
 (562) 940-2675

There will be a Mandatory Proposer's Conference where COUNTY representatives will be available to answer any questions about the RFP process and objectives. The Mandatory Proposer's Conference will be held on Tuesday, November 16, 2004, 9:00 a.m., at the Lynwood Regional Justice Center, 11701 Alameda Street, Lynwood, CA 90262. Those planning to attend must notify Mr. Corral by 4:00 p.m., PST, Monday, November 15, 2004.

PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 P.M., PST ON  
 FRIDAY, DECEMBER 10, 2004.

Careful consideration will be given to all responsive proposals. We look forward to working with each of the qualified and interested firms.

**ATTACHMENT A****MINIMUM MANDATORY REQUIREMENTS**

1. Proposer must attend the Mandatory Proposer's Conference Scheduled for November 16, 2004.
2. Proposer must submit a proposal by 12 p.m., PST, December 10, 2004.
3. Proposer's annual cost is less than the County's cost to perform the same services.
4. Proposer must comply with the County's Living Wage Program. (Reference RFP Section 1.34)
5. Proposer must demonstrate three (3) years experience within the last three (3) years of providing long-term clerical services, including skilled typists or services equivalent or similar to the Services identified in Appendix B, Statement of Work, of the RFP.
6. Proposer must have an administrative business office located within or adjacent to the County of Los Angeles.
7. Proposer must have and identify a full-time Project Director who has demonstrated a minimum of three (3) years experience within the last five (5) years providing the services identified in Appendix B, Statement of Work, of the RFP, who will oversee the contract operations.
8. Proposer must have qualified staff experienced in providing the services identified in Appendix B, Statement of Work, of the RFP, who can type at the minimum typing speed of forty (40) net words per minute.
9. Proposer must respond positively to a willingness to hire GAIN/GROW participants. (Reference RFP Section 1.27)
10. Proposer must certify intent to comply with the County's Jury Service Program. (Reference RFP

Section 1.32)

11. Proposer must comply with the RFP format and requirements set forth in the Proposal Submission Requirements, Section 2.0 of the RFP when submitting its proposal.

12. Proposal must contain all the required completed forms.

**Contact Name :** Martin Corral

**Contact Phone# :** (562) 940-2675

**Contact Email :** [martin\\_corral@probation.co.la.ca.us](mailto:martin_corral@probation.co.la.ca.us)

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